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## TABLE OF CONTENTS

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### PART 5 -MANAGEMENT SERVICES

#### Chapter 6 - SUPPLY MANAGEMENT-CENTRAL OPERATIONS

#### SECTION 7 & 8

#### SECTION 7 - DATA ENTRY PROCEDURES

#### SECTION 8 -COMPUTER EDITS AND UPDATES- SUPPLY DATA BASE MASTER

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TABLE OF CONTENTS

---

PART 5 - MANAGEMENT SERVICES

CHAPTER 6 - SUPPLY MANAGEMENT - CENTRAL OPERATIONS

SECTION 7 - DATA ENTRY PROCEDURES

	<u>SUB SECTION</u>
STORE STOCK REPLENISHMENT ISSUE-----	5-6.AA
Duplication, Automatic -----	5-6.7F
Duplication, Optional -----	5-6.7G
Error Message, CRT -----	5-6.7D
General Information -----	5-6.7C
Data Entry Procedures -----	5-6.7K
Left Zero Fill -----	5-6.7H
Objectives -----	5-6.7B
Purpose -----	5-6.7A
Record Count -----	5-6.7I
Record Recall/Verify/Delete -----	5-6.7J
Screen (Menu) Layouts -----	5-6.7L
Screen (Menu) Selection and Data Entry Procedures -----	5-6.7K
Special CRT Keys, Use of -----	5-6.7E

5-6.7 DATA ENTRY PROCEDURE5

5-6.7A PURPOSE

THE PURPOSE OF THIS SECTION OF THE MANUAL IS TO PROVIDE INSTRUCTIONS FOR THE USE OF MINICOMPUTERS FOR ENTRY OF SUPPLY DATA RECORDS.

5-6.7B OBJECTIVES

- (1) To FACILITATE DATA ENTRY THROUGH THE USE OF DISPLAY SCREENS, WHICH GUIDE THE OPERATOR THROUGH THE DATA ENTRY PROCESS OF THE VARIOUS SUPPLY RECORDS.
- (2) TO PROVIDE EDITS OF INPUT DATA AT THE TIME OF DATA ENTRY, WERE CORRECTIONS CAN BE MADE EASILY AND IMMEDIATELY FROM THE ORIGINAL SOURCE DOCUMENT.

5-6.7C GENERAL INFORMATION

- (1) ACCES FROM YOUR INPUT CRT INTO THE COMPUTER IS THROUGH A SERIES OF PASSWORDS. THESE PASSWORDS WILL BE PROVIDED BY YOUR AREA/PROGRAM ANP COORDINATOR OR ADP SUPERVISOR. THESE PASSWORDS CAN BE CHANGED AS NEEDED OR WHEN THERE IS A CHANGE IN PERSONNEL;
- (2) PROBLEMS ON ACCESS TO THE MINICOMPUTER OR WITH THE CRT SHOULD BE BROUGHT TO THE ATTENTION OF YOUR ADP COORDINATOR OR ADP SUPERVISOR.
- (3) PROBLEMS ON DATA EDITS AND SUGGESTIONS FOR IMPROVING THE SUPPLY DATA ENTRY PROCEDURES SHOULD BE BROUGHT TO THE ATTENTION OF CHIEF, SUPPLY MANAGEMENT BRANCH, INDIAN HEALTH SERVICE.

5-6.7D CRT ERROR MESSAGES

- (1) THE CRT SCREEN PROVIDES VARIOUS MESSAGES NHEN INCORRECT DATA IS EMTERED OR THE RECORD ENTERED IS NOT ACCEPTABLE. IN ADDITION TO THE ERROR MESSAGES IDENTIFIED FOR THE INDIVIDUAL TRANSACTIONS, YOU SHOULD ALSO BE AWARE OF THE FOLLOWING MESSAGES.

## 5-6.7D continued

- a. INVALID RESPONSE: THIS MESSAGE MAY APPEAR IF YOU ENTER NUMERIC DATA IN A ALPHABETIC FIELD OR VISA VERSA OR IF THE DATA ENTERED IS NOT AN OPTIONAL RESPONSE AS SHOWN ON THE SCREEN.
- b. RECORD ALREADY ON FILE: THIS MEANS THE RECORD THAT YOU JUST RELEASED MATCHES ANOTHER RECORD ALREADY ON FILE THE CONTROL FIELDS TO CHECK FOR DUPLICATE RECORDS ARE: TRANSACTION CODE, AREA CODE, STATION CODE, INDEX NUMBER, VOUCHER NUMBER.

5-6.7E SPECIAL CRT KEYS, USE OF

CERTAIN KEYS ON THE CRT KEYBOARD HAVE BEEN GIVEN SPECIAL MEANING IN THE PROCESSING OF SUPPLY INPUT RECORDS, THEY ARE:

- (1) "A" - AN "A" ENTERED AT THE END OF A RECORD WOULD BE THE SIGNAL TO THE COMPUTER THAT WE ARE STILL ENTERING THE SAME TYPE OF RECORD/TRANSACTION FROM THE SAME DOCUMENT. THE RECORD ENTERED WOULD BE RELEASED AND THE CRT SCREEN WOULD AUTOMATICALLY ADVANCE TO WHERE DATA IS TO BE ENTERED ON THE NEXT RECORD. EXAMPLE: AFTER THE FIRST RECORD IS ENTERED FOR A ISSUE FROM AN ISSUE BOOK, PRESS THE "A" KEY, THE RECORD WILL BE RELEASED AND THE CRT SCREEN WILL AUTOMATICALLY ADVANCE TO INDEX NUMBER FOR ENTERING THE NEXT RECORD;
- (2) "D" - A "D" ENTERED AT THE END OF A RECORD WILL BE THE SIGNAL TO THE COMPUTER THAT WE ARE STILL ENTERING THE SAME TYPE OF RECORD/TRANSACTION, BUT FROM A NEW DOCUMENT. THE RECORD WOULD BE RELEASED AND THE CRT SCREEN RETURNED TO ITEM 1 FOR CHANGING ANY OF THE AUTOMATIC DUPLICATE FIELDS OR FOR LEAVING THEM THE SAME ON THE NEXT RECORD. EXAMPLE: THE RECORD ON THE SCREEN IS THE LAST DUE IN ON THE PURCHASE ORDER AND YOU HAVE MORE DUE IN'S TO- ENTER "D" AND THE RECORD ON THE SCREEN WILL BE RELEASED AND THE SCREEN WILL GO BACK TO TRANSACTION CODE, IF SAME CODE FOR THE PURCHASE ORDER, PRESS NEW LINE-IF DIFFERENT CODE, ENTER THE CORRECT TRANSACTION CODE. SAME PROCEDURE FOR AREA AND STATION CODES.
- (3) "C" - A "C" ENTERED AT THE END OF A RECORD IS THE SIGNAL TO THE COMPUTER TO CANCEL THE RECORD SHOWN ON THE SCREEN.
- (4) "E" - AN "E" ENTERED AT THE END OF A RECORD IS THE SIGNAL TO THE COMPUTER THAT WE HAVE FINISHED THIS TYPE OF RECORDS AND FOR THE COMPUTER TO RETURN US TO MENU SELECTION FOR SELECTING THE NEXT TYPE OF TRANSACTION OR TO CLOSE OUT IF NO MORE RECORDS ARE TO BE ENTERED.

## MANAGEMENT SERVICES

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### CHAPTER 6 SUPPLY MANAGEMENT - CENTRAL OPERATIONS

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S-6.7E continued

- (5) BACK SLASH - USE THE "BACK SLASH" TO BLANK OUT DATA THAT WAS IN A OPTIONAL DUPLICATE FIELD THAT YOU NOW ~~WANT~~ TO BE BLANK. EXAMPLE: . THE VENDOR NAME IS AN OPTIONAL DUPLICATE FIELD IN A "SA" AND "SC" RECORD THE PREVIOUS RECORD HAD "VA DEPOT" AS THE VENDOR NAME; THE RECORD BEING ENTERED HAS NO VENDOR NAME, ENTER A "BACK SLASH," PRESS NEW LINE KEY AND THE VENDOR NAME FIELD WILL BE LEFT BLANK.

#### 5-6.7F AUTOMATIC DUPLICATION

- (1) CERTAIN FIELDS ON EACH TYPE OF TRANSACTION HAVE BEEN SET UP TO AUTOMATICALLY DUPLICATE INTO EACH. SUCCEEDING RECORD AFTER THE DATA IS ENTERED ON THE FIRST RECORD. EXAMPLE: ON A DUE IN TRANSACTION, ENTER A "A" AT THE END OF THE FIRST RECORD, THE TRANSACTION CODE, AREA CODE, STATION CODE, PURCHASE ORDER NUMBER, AND DATE DUE IN WILL AUTOMATICALLY BE ENTERED INTO THE NEXT RECORD.

#### 5-6.7G OPTIONAL DUPLICATION

- (1) CERTAIN FIELDS ON SOME OF THE TRANSACTIONS HAVE BEEN SET UP FOR OPTIONAL DUPLICATION. IF THE DATA IN THE PREVIOUS RECORD IS TO BE THE SAME IN THIS RECORD, PRESS NEW LINE KEY" AND THE DATA WILL BE DUPLICATED. IF DATA CHANGED, ENTER CORRECT DATA FOR THIS RECORD. IF FIELD IS TO BE BLANK IN THIS RECORD, AND CAN BE BLANK, ENTER A "BACK SLASH," PRESS "NEW LINE KEY" AND THE FIELD WILL BE LEFT BLANK.

#### 5-6.7H LEFT ZERO FILL

- (1) WHERE FEASIBLE AND POSSIBLE DATA ENTRY FIELDS HAVE BEEN SET UP TO AUTOMATICALLY ENTER THE REQUIRED NUMBER OF PRECEEDING ZEROS. LEFT ZERO FILL FIELDS ARE IDENTIFIED UNDER THE DATA ENTRY PROCEDURES FOR EACH TRANSACTION. EXAMPLE: A QUANTITY OF 16 WOULD BE ENTERED AS 16, PRESS NEW LINE KEY, AND THE QUANTITY OF 16 WOULD AUTOMATICALLY BE PRECEEDED WITH ZEROS.

#### 5-6.7I RECORD COUNT

- (1) A RECORD COUNT IS PROVIDED BY TYPE OF TRANSACTION AS THEY ARE BEING ENTERED. THERE IS NO OVERALL RECORD COUNT PROVIDED. THE RECORD COUNT STARTS WITH ONE EACH TIME A DIFFERENT TRANSACTION CODE IS STARTED.
- (2) THE "BATCH CONTROL SHEET FOR SUPPLY TRANSACTIONS" EXHIBIT 5-6.10A(45), IS TO BE USED TO ACCOUNT FOR ALL SUPPLY TRANSACTIONS. THE CONTROL SHEET WILL ALLOW THE OPERATOR TO VERIFY THAT THE NUMBER OF RECORDS IN A BATCH GIVEN TO HER/HIM WERE ENTERED.

5-6.7J RECORD RECALL/VERIFY/DELETE

- (1) TO RECALL A RECORD, ENTER "VER" AT THE TOP OF THE SCREEN AND THE FOLLOWING CONTROL FIELDS FOR THE TYPE OF TRANSACTION BEING RECALLED.
- AREA MASTER RECORD: ENTER TRANSACTION CODE, AREA CODE, AND INDEX NUMBER.
  - STATION MASTER RECORD. ENTER TRANSACTION CODE, AREA CODE, STATION CODE, AND INDEX NUMBER.
  - WE IN RECORD: ENTER TRANSACTION CODE, AREA CODE, STATION CODE. AND INDEX NUMBER.
  - DIRECT ISSUE RECORD: 'ENTER TRANSACTION CODE, AREA CODE, STATION CODE, AND VOUCHER NUMBER
  - ALL OTHER RECORDS: ENTER TRANSACTION CODE, AREA CODE, STATION CODE, INDEX NUMBER, AND VOUCHER NUMBER.
- (2) MESSAGE "RECORD NOT ON FILE," MEANS THAT THE RECORD YOU ARE TRYING TO RECALL WAS NOT ENTERED OR THAT THE RECORD COULD HAVE BEEN ALREADY TRANSMITED FOR PROCESSING.
- (3) THE DELETE RECORD ROUTING FUNCTIONS WITHIN THE "VERIFY;" MODE. ANY RECORD SELECTED IN THE 'VERIFY" MODE WILL CAUSE THE MESSAGE "DO YOU WISH TO DELETE THIS RECORD (Y/N)" TO BE DISPLAYED' ON THE SCREEN. IF THE OPERATOR RESPONDS "N" (NO) TO 'THE QUESTION, NORMAL PROCESS WILL CONTINUE. IF THE OPERATOR RESPONDS "Y" (YES) TO 'THE QUESTION, 'THE RECORD IS DELETED FROM THE FILE AND THE MESSAGE THIS RECORD DELETED" IS DISPLAYED ON THE SCREEN UNTIL THE OPERATOR PRESS NEWLINE KEY.

5-6.7K SCREEN (MENU) SELECTION

THE SCREEN NUMBERS AS LISTED BELOW ARE TO BE SELECTED' FOR THE TRANSACTIONS 'THAT ARE IDENTIFIED FOR THAT SCREEN AND THE RELATED PAGES THAT PROVIDE THE DATA ENTRY REQUIREMENTS, EDIT CRITERIA, ERROR MESSAGES (E-M) CORRECTIVE ACTION REQUIRED (C-A) AND IDENTIFIER FIELDS THAT ARE AUTOMATIC DUPLICATED, OPTIONAL .DUPLICATED AND LEFT ZERO FILLED.

(1) SCREEN NO. 1 - STORES AREA TRANSACTIONS

USE FOR:	DATA ENTRY PROCEDURES	
	SUB-SECTION	PAGE
4A - ESTABLISH AREA MASTER RECORD -----	5-6.7M	7-8
4C - CHANGE TO AREA MUTER RECORD -----	5-6.7N	7-11
4D - DELETE AREA MASTER RECORD -----	5-6.7O	7-14

5-6.7K continued

(2) SCREEN NO. 2 - STORES STATION TRANSACTIONS

USE FOR:	SUB-SECTION
SA - ESTABLISH STATION MASTER RECORD -----	5-6.7P
SC - CHANGE TO STATION MASTER RECORD -----	5-6.7Q
SD - DELETE STATION MASTER RECORD -----	5-6.7R

' (3) SCREEN NO. 3 - USER LEVEL CHANGES/DELETES/ESTABLISHED

USE FOR:	
5B - USER LEVEL CHANGE/DELETE/ESTABLISH -----	5-6.7S

(4) SCREEN NO..4 STORES DUE-IN TRANSACTIONS

USE FOR:	
12 - ESTABLISH STOCK DUE IN OF PURCHASED SUPPLIES -----	5-6.7T
1K - CANCEL STOCK DUE IN OF PURCHASED SUPPLIES -----	5-6.7U
14 - ESTABLISH STOCK DUE IN OF UNREQUIRED SUPPLIES -----	5-6.7T
1M - CANCEL STOCK DUE IN OF UNREQUIRED SUPPLIES -----	5-6.7U
15 - ESTABLISH STOCK DUE IN OF DONATED SUPPLIES -----	S-6.7T
1N - CANCEL STOCK DUE IN OF DONATED SUPPLIES -----	S-6.7U
16 - ESTABLISH STOCK DUE IN OF EXCESS SUPPLIES -----	S-6.7T
10 - CANCEL STOCK DUE IN OF EXCESS SUPPLIES -----	5-6.7U

(S) SCREEN NO. S - STORES RECEIPTS TRANSACTIONS

USE FOR:	
22 - STOCK RECEIPT OF PURCHASED SUPPLIES -----	5-6.7V.
2K - REVERSAL OF RECEIPT OF PURCHASED SUPPLIES -----	S-6.7W
24 - STOCK RECEIPT OF UNREQUIRED SUPPLIES -----	5-6.7X
2M: - REVERSAL OF RECEIPT OF UNREQUIRED SUPPLIES -----	S-6.7W
25- STOCK RECEIPT OF DONATED SUPPLIES -----	5-6.7X
2N; - REVERSAL OF RECEIPT OF DONATED SUPPLIES -----	S-6.7W

5-6.7K continued .

26 - STOCK RECEIPT OF EXCESS SUPPLIES .....	5-6.7X
20 - REVERSAL OF RECEIPT OF EXCESS SUPPLIES - - - - -	5-6.7W

(6) SCREEN NO. 6 - STORES ADJUSTMENT TRANSACTIONS

USE FOR:

27 - DEBIT INVENTORY ADJUSTMENT .....	5-6.7Y
2P - REVERSAL OF DEBIT INVENTORY ADJUSTMENT .....	5-6.7Z
37 - CREDIT INVENTORY ADJUSTMENT .....	5-6.7Y
3P - REVERSAL OF CREDIT INVENTORY ADJUSTMENT .....	5-6.7Z

(7) SCREEN NO. 7 - STORES ISSUE TRANSACTIONS

USE FOR:

32 - STORES STOCK REPLENISHMENT ISSUE .....	S-6.7AA
3K - REVERSAL OF STORES STOCK REPLENISHMENT ISSUE .....	5-6.7AB
33 - STORES STOCK NON-REPLENISHMENT ISSUE .....	S-6.7AC
3L - REVERSAL OF NON-REPLENISHMENT ISSUE .....	5-6.7AD
3J - CANCEL PENDING BACK ORDER .....	S-6.7AJ

(8) SCREEN NO. 8 - STORES TRANSFER ISSUE TRANSACTIONS

USE FOR:

34 - TRANSFER OUT OF UNREQUIRED <b>STOCK</b> SUPPLIES .....	5-6.7AE
3M-REVERSAL OF TRANSFER OUT OF UNREQUIRED SUPPLIES .....	5-6.7AF
36 - TRANSFER OUT OF EXCESS STOCK SUPPLIES .....	5-6.7AE
30-REVERSAL OF TRANSFER OUT OF EXCESS SUPPLIES .....	5-6.7AF

(9) SCREEN NO. 9 - STORES DIRECT ISSUE TRANSACTIONS

USE FOR:

02 - DIRECT ISSUE RECEIPT OF PURCHASED SUPPLIES .....	5-6.7AG
OK - REVERSAL OF DIRECT ISSUE RECEIPT OF PURCHASED SUPPLIES ---	5-6.7AH



## MNAGEMENT SERVICES

### CHAPTER 6 SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.7K continued

04-	DIRECT ISSUE RECEIPT OF UNREQUIRED SUPPLIES -----	5-6.7AI
OM -	REVERSAL OF DIRECT ISSUE RECEIPT OF UN REQUIRED SUPPLIES --	5-6.7AH
05 -	DIRECT ISSUE RECEIPT OF DONATED SUPPLIES -----	5-6.7AI
ON -	REVERSAL OF DIRECT ISSUE RECEIPT OF DONATED SUPPLIES -----	5-6.7AH
06 -	DIRECT ISSUE RECEIPT OF EXCESS SUPPLIES -----	5-6.7AI
00 -	REVERSAL OF DIRECT ISSUE RECEIPT OF EXCESS SUPPLIES -----	5-6.7AH

S-6.7LSCREEN (MENU) LAYOUTS

#### SCREEN

#### EXHIBIT

1 -	STORES AREA TRANSACTIONS -----	5-6.10A(46)
2 -	STORES STATION TRANSACTIONS -----	5-6.10A(47)
3 -	STORES USER LEVEL CHANGES/DELETES/ESTABLISHES -----	5-6.10A(48)
4 -	STORES DUE-IN TRANSACTIONS -----	5-6.10A(49)
5 -	STORES RECEIPTS TRANSACTIONS -----	5-6.10A(50)
6 -	STORES ADJUSTMENT TRANSACTIONS -----	5-6.10A(51)
7 -	STORES ISSUE TRANSACTIONS -----	5-6.10A(52)
8 -	STORES TRANSFER ISSUE TRANSACTIONS -----	5-6.10A(53)
9 -	STORES DIRECT ISSUE TRANSACTIONS -----	5-6.10A(54)

# MANAGEMENT SERVICES

## CHAPTER6 SUPPLY MANAGEMENT - CENTRAL OPERATIONS

### 5-6.M CODE 4A - ESTABLISH AREA MASTER RECORDS

<u>DATA ENTRY FIELDS</u>	<u>AUT DUP</u>	<u>OPT DUP</u>	<u>AUTOMATIC LEFT ZERO FILE</u>	<u>OUTPUT RECORD COLUMNS</u>
( 1) TRANSACTION CODE --EDIT: CODE "4A" -- E-M: INVALID TRANSACTION CODE C-A: ENTER "4A"	X			9-10
( 2) AREA CODE --EDIT: IS CODE VALID FOR INPUT LOCATION? -- E-M: INVALID CODE FOR YOUR LOCATION C-A: REFER TO LOOK-UP TABLE 0 FOR VALID CODE	X			52-53
( 3) DATE ITEM ESTABLISHED a. FISCAL YEAR --EDIT: EQUAL TO CURRENT OR PREVIOUS FISCAL YEAR -- E-M: FISCAL YEAR MUST = CURRENT OR PREV --C-A: ENER CORRECT FISCAL YEAR  b. CALENDAR MONTH --EDIT: NUMERIC 01-12 -- E-M: MONTH INVALID - MUST BE 01-12 C-A: ENTER CORRECT MONTH	X       X			1-2       3-4
( 4) INDEX NUMBER --EDIT: MUST PASS THE MODULUS ELEVEN CHECK DIGIT NUMBERING SYSTEM -- E-M: INVALID INDEX NUMBER C-A: RESEARCH/ENTER CORRECT INDEX NUMBER			X	46-51
( 5) DESCRIPTION - 1ST 30 CHARACTERS --E-M FIRST CHARACTER MUST BE ALPH A-Z FIRST DESCRIPTION INVALID C-A: ENTER ALPHA A-Z IN FIRST COLUMN				11-40

## SUPPLY MANAGEMENT OPERATIONS

5-6.7M continued

<u>DATA ENTRY FIELDS</u>		AUT DUP	OPT DUP	AUTOMATIC LEFT ZERO FILL	OUTPUT RECORD COLUMNS
( 6)	DESCRIPTION - 2ND 30 CHARACTERS --EDIT: NONE				74-103
( 71)	STATION/AREA UNIT OF ISSUE --EDIT: ALPHACHARACTERS -- E-M: INVALID STATION UNIT OF ISSUE C-A: ENTER APPROPRIATE ALPHA CHARACTERS				41-42
( 8)	ACCOUNT CODE --EDIT: MUST MATCH ONE OF THE ACCOUNT CODES LISTED ON LOOK UP TABLE 3 -- E-M: ACCOUNT CODE INVALID C-A: REFER TO LOOK-UP TABLE 3 FOR VALID CODE		X		54
( 9)	OBJECT - SUBOBJECT CODE --EDIT: IS CODE VALID FOR THE ACCOUNT CODE AS LISTED ON LOOK-UP TABLE 3 -- E-M: OBJECT SUBOBJECT CODE NOT VALID FOR ACCT CODE C-A: REFER TO LOOK-UP TABLE 3 FOR VALID CODE THAT RELATES TO THE ACCCOUNT CODE		X		55-58
(101)	CATEGORY CODE --EDIT: IS CODE VALID FOR THE OBJ-SUBOBJECT CODE ON LOOK-UP TABLE 7 -- E-M: INVALID CODE C-A: REFER TO LOOK-UP TABLE 7 FOR VALID CODE		X		59
(11)	NATIONAL STOCK NUMBER a. --EDIT: MUST BE NUMERIC NOT ALL ZEROS. -- E-M: FSC MUST BE NUMERIC C-A: ENTER CORRECT FSC FOR THE ITEM				60-63

5-6.7M continued

<u>DATA ENTRY FIELD</u>	AUT DUP	OPT DUP <sub>m</sub>	AUTOMATIC OUTPUT	
			LEFT ZERO FILL	RECORD COLUMNS-
b. NATO/FIIN				64-72
--EDIT: BLANK OR NUMERIC, NOT ALL ZEROS				
-- E-M: FIIN NOT NUMERIC				
C-A: LEAVE BUNK OR ENTER CORRECT NUMBERS				
c. SUFFIX				73
-EDIT: BLANK OR ALPHA. ALPHA ONLY WHEN THE COMPLETE STOCK NUMBER IS ENTERED				
-- E-M: SUFFIX NOT ALPHABETIC				
C-A: LEAVE BLANK OR ENTER CORRECT ALPHA CHARACTER				

## MANAGEMENT SERVICES

### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

#### 5-6.7N CODE 4C - CHANGE TO AREA MASTER RECORDS

<u>DATA ENTRY FIELDS</u>	<u>AUT DUP</u>	<u>OPT DUP</u>	<u>AUTOMATIC LEFT ZERO FILL</u>	<u>OUTPUT RECORD COLUMNS</u>
( 1) TRANSACTION CODE -- E-M: INVALID TRANSACTION CODE C-A: ENTER "4C"	X			9-10
(2) AREA CODE --EDIT: IS CODE VALID FOR INPUT LOCATION? -- E-M: INVALID CODE FOR YOUR LOCATION C-A: REFER TO LOOK-UP TABLE 0 FOR VALID CODE	X			52-53
(3) DATE ITEMCHANGED' a. FISCAL YEAR --EDIT: EQUAL TO CURRENT OR PREVIOUS FISCAL YEAR -- E-M: FISCAL YEAR MUST = CURRENT OR PREV C-A: ENTER CORRECT FISCAL YEAR  b. CALENDAR MONTH --EDIT: NUMERIC 01-12 -- E-M: MONTH INVALID - MUST BE 01-12 C-A: ENTER CORRECT MONTH	X			1-2        3-4
(4) INDEX NUMBER --EDIT: MUST PASS THE MODULUS ELEVEN CHECK DIGIT NUMBERING SYSTEM -- E-M: INVALID INDEX NUMBER C-A: RESEARCH/ ENTER CORRECT INDEX NUMBER			X	46-51
( 5) DESCRIPTION - 1ST 30 CHARACTERS -- E-M: ALL BLANKS OR DATA. IF DATA; FIRST COLUMN MUST BE ALPHA A-Z FIRST DESCRIPTION INVALID C-A: LEAVE ALL BLANK OR IF CHANGED, ENTER ALPHA A-Z IN FIRST COLUMN.				11-40

5-6.7N continued

<u>DATA ENTRY FIELDS</u>	<u>AUT</u>	<u>DUP</u>	<u>OPT</u>	<u>LEFT</u>	<u>ZERO</u>	<u>AUTOMATIC</u>	<u>OUTPUT</u>
						<u>FILL</u>	<u>RECORD</u>
							<u>COLUMNS</u>
(6) DESCRIPTION - 2ND 30 CHARACTERS							74-103
-- EDIT: BLANK OR DATA. IF DATA, 1ST DESCRIPTION MUST HAVE DATA							
NO FIRST DESCRIPTION - MUST BE BLANK							
C-A: LEAVE BLANK. IF DATA REQUIRED, RE-ENTER 1ST							
DESCRIPTION, THEN 2ND DESCRIPTION							
(7) STATION/AREA UNIT OF ISSUE							41-42
--EDIT: BLANK OR ALPHA CHARACTERS							
-- E-M: INVALID STATION UNIT OF ISSUE							
C-A: LEAVE BLANK OR ENTER CORRECT ALPHA CHARACTERS							
(8) ACCOUNT CODE							54
--EDIT: BLANK OR MATCH ONE OF THE ACCOUNT CODES LISTED ON							
LOOK UP TABLE 3							
-- E-M: ACCOUNT CODE INVALID							
C-A: ENTER PROPER ACCOUNT CODE OR LEAVE BLANK'							
( 9) OBJECT-SUBOBJECT CODE							55-58
--EDIT: IS CODE VALID FOR THE ACCOUNT CODE AS LISTED ON							
LOOK-UP TABLE 3 OR BLANK. IF ACCOUNT CODE IS ENTERED							
IN ITEM 8, THAN OBJECT-SUBOBJECT CODE MUST BE ENTERED							
-- E-M: OBJECT - SUBOBJECT NOT VALID FOR ACCT CODE							
C-A: REFER TO LOOK-UP TABLE 3 FOR VALID CODE THAT							
RELATES TO THE ACCOUNT CODE							
(10) CATEGORY CODE							59
--EDIT: IF OBJ-SUBOBJ CODE IS ENTERED, THAN CATEGORY CODE MUST							
MATCH LOOK-UP TABLE NO. 7							
-- E-M: INVALID CODE							
C-A: REFER TO LOOK-UP TABLE 7 FOR VALID CODE							

5-6.7N continued

<u>DATA ENTRY FIELDS</u>		<u>AUT</u> <u>DUP</u>	<u>OPT</u> <u>DUP</u>	<u>AUTOMATIC</u> <u>LEFT ZERO</u> <u>FILL</u>	<u>OUTPUT</u> <u>RECORD</u> <u>COLUMNS</u>
(11)	NATIONAL STOCK NUMBER				
a.	FSC				60-63
	--EDIT: MUST BE NUMERIC, NOT ALL ZEROS				
	-- E-M: FSC MUST BE NUMERIC				
	C-A: LEAVE BLANK OR ENTER CORRECT FSC, NOT ALL ZEROS.				
b.	NATO/FIIN				64-72
	--EDIT: BLANK OR NUMERIC, NOT ALL ZEROS				
	-- E-M: FIIN NOT NUMERIC				
	C-A: LEAVE BLANK OR ENTER CORRECT STOCK NUMBER				
c.	SUFFIX				73
	--EDIT: BLANK OR ALPHA				
	-- E-M: SUFFIX NOT ALPHABETIC				
	C-A: LEAVE BLANK OR ENTER CORRECT ALPHA LETTER				

# MANAGEMENT SERVICES

## SUPPLY MANAGEMENT - CENTRAL OPERATIONS

### 5-6.70 CODE 4D - DELETE AREA MASTER RECORD

<u>DATA ENTRY FIELDS</u>	<u>AUT DUP</u>	<u>OPT DUP</u>	<u>AUTOMATIC LEFT ZERO FILL</u>	<u>OUTPUT RECORD COLUMNS</u>
( 1) TRANSACTION CODE CODE "4D" -- E-M: INVALID TRANSACTION CODE C-A: ENTER "4D"	X			9-10
( 2) AREA CODE --EDIT: IS CODE VALID FOR INPUT LOCATION? -- E-M: INVALID CODE FOR YOUR LOCATION C-A: REFER TO LOOK-UP TABLE 0 FOR VALID CODE	X			52-53
( 3) DATE ITEM DELETED a. FISCAL YEAR --EDIT: EQUAL TO CURRENT OR PREVIOUS FISCAL YEAR -- E-M: FISCAL YEAR MUST = CURRENT OR PREV C-A: ENTER CORRECT FISCAL YEAR	X			1-2
b. CALENDAR MONTH --EDIT: NUMERIC 01-12 -- E-M: MONTH INVALID - MUST BE 01-12 C-A: ENTER CORRECT MONTH	X			3-4
( 4) INDEX NUMBER --EDIT: MUST PASS THE MODULUS ELEVEN CHECK DIGIT NUMBERING SYSTEM -- E-M: INVALID INDEX NUMBER C-A: RESEARCH ENTER CORRECT INDEX NUMBER			X	46-51



## MANAGEMENT SERVICES

## CHAPTER 6

## SUPPLY MANAGEMENT - CENTRAL OPERATION

## 5-6.7P CODE 5A - ESTABLISH STATION MANAGER RECORD

<u>DATA ENTRY FIELDS</u>	<u>AUT DUP</u>	<u>OPT DUP</u>	<u>AUTOMATIC LEFT ZERO FILL</u>	<u>OUTPUT RECORD COLUMNS</u>
( 1 ) TRANSACTION CODE -- E-M: INVALID TRANSACTION CODE C-A: ENTER "5A"	X			9-10
( 2 ) AREA CODE --EDIT: IS CODE VALID FOR INPUT LOCATION? -- E-M: INVALID AREA CODE FOR YOUR VACATION' C-A: REFER To LOOK-UP TABLE 0 FOR VALID CODE	X			52-53
((3) STATION CODE <del>-- MUST MATCH ONE OF THE STATION CODES LISTED ON</del> LOOK-UP TABLE 1 FOR THE AREA -- E-M:, INVALID CODE FOR YOUR LOCATION C-A: REFER To LOOK-UP TABLE 1 FOR VALID STATION CODE FOR AREA	X			104 - 105
( 4 ) DATE ITEM ESTABLISHED a. FISCAL YEAR --EDIT: EQUAL To CURRENT OR PREVIOUS YEAR -- E-M: MUST EQUAL CURRENT OR PREVIOUS FY C-A: ENTER CORRECT FISCAL YEAR  b. CALENDAR MONTH --EDIT: NUMERIC 01-12 -- E-M: MONTH INVALID - MUST BE 01-12 C-A: ENTER CORRECT MONTH	X			1-2       3-4
( S ) INDEX NUMBER --EDIT: MUST PASS THE MODULUS ELEVEN CHECK DIGIT NUMBERING SYSTEM -- E-M: INVALID INDEX NUMBER C-A: RESEARCH/ENTER CORRECT INDEX NUMBER			X	46-51

5-6.7P continued

<u>DATA ENTRY FIELDS</u>	AUT	OPT	AUTOMATIC		OUTPUT
	DUP	DIP	<u>LEFT</u>	<u>ZERO</u>	<u>RECORD</u>
			<u>FILL</u>		<u>COLUMNS</u>
( 6) STORAGE LOCATION CODE					11
-- E-M: BLANK OR CODE AS LISTED ON LOOK-UP TABLE 10					
STORAGE LOCATION CODE INVALID					
C-A: REFER TO LOOK-UP TABLE 10 FOR VALID CODE OR LEAVE BLANK					
( 7) REVIEW; POINT QUANTITY				X	12-16
: NUMERIC 0-99999 FOR EOQ TYPE CODES "P" OR "Y" NUMERIC					
1-99999 FOR ALL OTHER TYPE CODES					
-- E-M: INVALID RPQ					
C-A: ENTER CORRECT RPQ					
( 8) UNIT COST				X	19-24
--EDIT: NUMERIC DATA, NOT ALL ZEROS					
-- E-M: INVALID UNIT COST					
C-A: ENTER CORRECT UNIT COST, NOT ALL ZEROS					
( 9) EOQ TYPE CODE					25 .
--EDIT: MUST BE VALID CODE AS LISTED ON LOOK-UP TABLE 6					
-- E-M: EOQ TYPE CODE INVALID.					
C-A: REFER TO LOOK-UP TABLE 6 FOR VALID CODE					
(10) TYPE CODE "C" MONTHS MODIFIER					28-29
--EDIT: NUMERIC, NOT ALL ZEROS, WHEN THE EOQ TYPE CODE					
IS "C", ITEM 9					
-- E-M: INVALID MODIFIER MONTHS					
C-A: ENTER CORRECT MONTHS MODIFIER					

5-6.7P continued

DATA ENTRY FIELDS	AUT DUP	OPT DUP	AUTOMATIC LEFT ZERO FILL	OUTPUT. RECORD COLUMNS
(11) TYPE CODE "B" QUANTITY MODIFIER . NUMERIC, NOT ALL ZEROS, WHEN THE EOQ TYPE CODE IS "B", ITEM 9 -- E-M: EOQ QUANTITY MODIFIER INVALID C-A: ENTER CORRECT QUANTITY MODIFIER				32-35
(12)TYPE CODE "D" "Q" OR "Y" ACTION MONTHS MODIFIER THERE MUST BE AT LEAST ONE ACTION MONTH MODIFIER FOR ITEM WITH TYPE CODE "D" "Q" OR "Y", ITEM 9 -- E-M: TYPE D, Q OR Y REQUIRE ACTION MONTHS C-A: ENTER ACTION MONTH FOR AT LEAST ONE OF THE QUARTERS  --EDIT: 1ST QUARTER - NUMERIC 1-3 0. E-M: INVALID FIRST QUARTER MONTH C-A: LEAVE BLANK OR ENTER 1, 2,OR 3  --EDIT: 2ND QUARTER- NUMERIC 4-6 -- E-M: INVALID SECOND QUARTER MONTH C-A: LEAVE BLANK OR ENTER 4, 5, OR 6  --EDIT: 3RD QUARTER - NUMERIC 7-9 -- E-M: INVALID THIRD QUARTER MONTH C-A: LEAVE BLANK OR ENTER 7, 8, OR 9  --EDIT: 4TH QUARTER - NUMERIC 10-12 -- E-M: INVALID FOURTH QUARTER MONTH C-A: LEAVE BLANK OR ENTER 10, 11, OR 12				38-42

S-6.7P continued

		AUT DUP	OPT DUP	AUTOMATIC LEFT ZERO FILL	OUTPUT RECORD COLUMNS
(131)	ORDER NUMBER				60-73
	--EDIT: BLANK OR DATA AS FOLLOWS: IF FIRST COLUMN IS "M", ANY DATA IS ACCEPTABLE IN OTHER COLUMNS. IF FIRST COLUMN IS NUMERIC, THEN NEXT 12 COLUMNS MUST BE NUMERIC, NOT ALL ZEROS, AND LAST COLUMN ALPHA OR BLANK				
	-- E-M: INVALID ORDER NUMBER				
	C-A: LEAVE BLANK OR IF NSN, ENTER COMPLETE STOCK NUMBER. IF VENDOR ORDER NUMBER, ENTER "M" THE VENDOR CATALOG NUMBER				
(141)	VENDOR NAME		X		74-88
	--EDIT: BLANK OR DATA. IF 1ST COLUMN BLANK, THEN REST OF FIELD MUST BE BLANK				
	-- E-M: INVALID VENDOR NAME				
	C-A: LEAVE BLANK OR ENTER CORRECT VENDOR NAME				
(15)	SOURCE CODE				91 .
	--EDIT: MUST BE VALID CODE AS LISTED ON LOOK-UP; TABLE 5				
	-- E-M: INVALID SOURCE CODE				
	C-A: REFER TO LOOK-UP TABLE 5 FOR VALID SOURCE CODE				
(16)	LEAD TIME MONTHS				92-93
	--EDIT: NUMERIC 1-9 IN 1ST COLUMN, 0 OR 5 IN 2ND COLUMN				
	-- E-M: INVALID LEAD TIME MONTHS				
	C-A: ENTER NUMBER 1-9 IN 1ST COLUMN AND A 0 OR 5 IN SECOND COLUMN				
-(17)	SOURCE UNIT OF ISSUE				94-95
	--EDIT: BLANK OR ALPHA				
	-- E-M: INVALID SOURCE UNIT OF ISSUE				
	C-A: LEAVE BLANK OR ENTER ALPHA UNIT OF ISSUE				

5-6.7P continued

<u>DATA ENTRY FIELDS</u>		AUT DUP	OPT DUP	AUTOMATIC LEFT,ZERO <u>FILL</u>	OUTPUT RECORD <u>COLUMNS</u>
(18)	STANDARD PACK QUANTITY			X	96-100
	BLANK OR NUMERIC				
--	E-M; INVALID QUANTITY				
C-A:	LEAVE BLANK OR ENTER NUMERIC QUANTITY				

## MANAGEMENT SERVICES

CHAPTER 6.  
SUPPLY MANAGEMENT CENTRAL OPERATIONS

5-6.7Q CODE: 5C - CHANGE STATION MASTER RECORD

<u>DATA ENTRY FIELDS</u>	<u>AUT DUP</u>	<u>OPT DUP</u>	<u>AUTOMATIC LEFT ZERO F I L L</u>	<u>OUTPUT RECORD COLUMNS</u>
( 1) TRANSACTION CODE CODE "5C" -- E-M: INVALID TRANSACTION CODE C-A: ENTER "5C"	X			9-10
( 2) AREA CODE --EDIT: IS CODE VALID FOR INPUT LOCATION? -- E-M: INVALID AREA CODE FOR YOUR LOCATION C-A: REFER TO LOOK-UP TABLE 0 FOR VALID CODE	X			52-53
( 3) STATION CODE MUST MATCH ONE OF THE STATION CODES LISTED ON LOOK-UP TABLE 1 FOR THE AREA -- E-M: INVALID CODE FOR YOUR LOCATION C-A: REFER TO LOOK-UP TABLE 1 FOR VALID STATION CODE FOR AREA	X			104-105
( 4) DATE ITEM CHANGED a. FISCAL YEAR --EDIT: EQUAL TO CURRENT OR PREVIOUS YEAR -- E-M: MUST EQUAL CURRENT OR PREVIOUS FY C-A: ENTER CORRECT FISCAL YEAR	X			1-2
h. CALENDAR MONTH --EDIT: NUMERIC 01-12 -- E-M: MONTH INVALID - MUST BE 01-12 C-A: ENTER CORRECT MONTH	X			3-4
( 5) INDEX NUMBER --EDIT: MUST PASS THE MODULUS ELEVEN CHECK DIGIT NUMBERING SYSTEM -- E-M: INVALID INDEX NUMBER C-A: RESEARCH/ENTER CORRECT INDEX NUMBER			X	46-51

5-6.7Q continued

DATA ENTRY FIELDS	AUT DUP	OPT DUP	AUTOMATIC		RECORD
			LEFT	ZERO	
			<u>FILL</u>		<u>C O L U M N S</u>
( 6) STORAGE LOCATION CODE					11
-- E-M: BLANK OR MATCH CODE LISTED ON LOOK-UP TABLE 10					
C-A: STORAGE LOCATION CODE INVALID					
C-A: REFER TO LOOK-UP TABLE 10 FOR VALID CODE OR LEAVE BLANK					
( 7) REVIEW POINT QUANTITY				X	12-16
-- E-M: BLANK OR NUMERIC 0-99999 FOR EOQ TYPE CODE "P" OR "Y".					
C-A: BLANK OR NUMERIC 1-99999 FOR ALL OTHER TYPE CODES.					
-- E-M: INVALID RPQ					
C-A: ENTER CORRECT RPQ OR LEAVE BLANK					
( 8) UNIT COST				X	19-24
--EDIT: BLANK OR NUMERIC DATA, NOT ALL ZEROS					
-- E-M: INVALID UNIT COST					
C-A: ENTER CORRECT COST OR LEAVE BLANK					
( 9) EOQ TYPE CODE					25 .
-- E-M: BLANK OR MATCH ONE OF THE CODES LISTED ON LOOK-UP TABLE 6					
C-A: EOQ TYPE CODE INVALID					
C-A: REFER TO LOOK-UP TABLE 6 FOR VALID CODE OR LEAVE BLANK					
(10) TYPE CODE "C" MONTHS MODIFIER					28-29
--EDIT: NUMERIC, NOT ALL ZEROS, WHEN THE EOQ TYPE CODE					
IS "C", ITEM 9					
-- E-M: INVALID MODIFIER MONTHS					
C-A: ENTER CORRECT MONTHS MODIFIER					

5-6.7Q continued

DATA ENTRY FIELDS	AUT DUP	OPT DUP	AUTOMATIC LEFT ZERO FILL	OUTPUT RECORD COLUMNS
(11) TYPE CODE "B" QUANTITY MODIFIER : NUMERIC NOT ALL ZEROS, WHEN THE EOQ TYPE CODE  -- E-M: EOQ QUANTITY MODIFIER INVALID C-A: ENTER CORRECT QUANTITY MODIFIER				32-35
(12) TYPE CODE "D", "Q" OR "Y" ACTION MONTHS MODIFIER --EDIT: THERE MUST BE AT LEAST ONE ACTION MODIFIER FOR ITEM WITH TYPE CODE "ID", "Q" OR "Y", ITEM 9 -- E-M: TYPE "D", "Q" OR "Y" REQUIRE ACTION MONTHS C-A: ENTER ACTION MONTH FOR AT LEAST ONE OF THE QUARTERS.  --EDIT: 1ST QUARTER - NUMERIC 1-3 -- E-M: INVALID FIRST QUARTER MONTH C-A: LEAVE BLANK OR ENTER 1, 2, OR 3  --EDIT: 2ND QUARTER - NUMERIC 4-6 -- E-M: INVALID SECOND QUARTER MONTH C-A: LEAVE BLANK OR ENTER 4, 5, OR 6  --EDIT: 3RD QUARTER - NUMERIC 7-9 -- E-M: INVALID THIRD QUARTER MONTH C-A: LEAVE BLANK OR ENTER 7, 8, OR 9  --EDIT: 4TH QUARTER - NUMERIC 10-12 -- E-M: INVALID FOUR QUARTER MONTH C-A: LEAVE BLANK OR ENTER 10, 11, OR 12				38-42



## CHAPTER 6

## SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.7Q continued

<u>DATA ENTRY FIELDS</u>	<u>AUT DUP</u>	<u>OPT DUP</u>	<u>AUTOMATIC LEFT ZERO FILL</u>	<u>OUTPUT RECORD COLUMNS</u>
(13) ORDER NUMBER --EDIT: BLANK OR DATA AS FOLLOWS: IF FIRST COLUMN IS "M", ANY DATA IS ACCEPTABLE IN OTHER COLUMNS. IF FIRST COLUMN IS NUMERIC, THEN NEXT 12 COLUMNS MUST BE NUMERIC, NOT ALL ZEROS, AND LAST COLUMN ALPHA OR BLANK -- E-M: INVALID ORDER NUMBER C-A: LEAVE BLANK OR IF NSN, ENTER COMPLETE STOCK NUMBER: IF VENDOR ORDER NUMBER, ENTER "M" THEN VENDOR CATALOG NUMBER				60-73
(14) VENDOR NAME --EDIT: BLANK OR DATA. IF 1ST COLUMN IS BLANK, THEN REST OF FIELD MUST BE BLANK es E-M: INVALID VENDOR NAME C-A: LEAVE BLANK OR ENTER CORRECT VENDOR NAME		X		74-88
(15) SOURCE CODE --EDIT: BLANK OR MATCH ONE OF THE CODES LISTED ON LOOK-UP TABLE 5 -- E-M: INVALID SOURCE CODE C-A: REFER TO LOOK-UP TABLE 5 FOR VALID CODE OR LEAVE BLANK				91 -
(16) LEAD TIME MONTHS --EDIT: BLANK OR NUMERIC 1-9 IN 1ST COLUMN, AND 0 OR 5 IN SECOND COLUMN -- E-M: INVALID LEAD TIME MONTHS C-A: LEAVE BLANK OR ENTER NUMBER 1-9 IN FIRST COLUMN AND A 0 OR 5 IN SECOND COLUMN				92-93
117) SOURCE UNIT OF ISSUE BLANK OR ALPHA -- E-M: INVALID SOURCE UNIT OF ISSUE C-A: LEAVE BLANK OR ENTER ALPHA UNIT OF ISSUE				94-95

S-6.7Q continued

<u>DATA ENTRY FIELDS</u>	<u>AUT DUP</u>	<u>OPT DUP</u>	<u>AUTOMATIC LEFT ZERO FILL</u>	<u>OUTPUT RECORD COLUMNS</u> .
(18) STANDARD PACK QUANTITY			x	96-160
-- E-M; BLANK OR NUMERIC				
INVALID QUANTITY				
C-A: LEAVE BLANK OR ENTER NUMERIC QUANTITY				

## 5-6.7R CODE: SD - DELETE STATION MASTER RECORD

DATA ENTRY FIELDS	AUT DUP	OPT DUP	AUTOMATIC OUTPUT	
			<u>LEFT ZERO FILL</u>	<u>RECORD COLUMNS</u>
( 1) SECTION CODE CODE "5D" -- E-M: INVALID TRANSACTION CODE C-A: ENTER "5D"	X			9-10
(2) AREA CODE --EDIT: IS CODE VALID FOR INPUT LOCATION? -- E-M: INVALID AREA CODE FOR YOUR LOCATION C-A: REFER TO LOOK-UP TABLE 0 FOR VALID CODE	X			52-53
( 3) T; ; ; N CODE : MUST MATCH ONE OF THE STATION CODES LISTED ON LOOK-UP TABLE 1 FOR THE AREA -- E-M: INVALID CODE FOR YOUR LOCATION C-A: REFER TO LOOK-UP TABLE 1 FOR VALID STATION CODE FOR AREA	X			104-105
('4) DATE ITEM DELETED a. FISCAL YEAR --EDIT: EQUAL TO CURRENT OR PREVIOUS YEAR -- E-M: MUST EQUAL CURRENT OR PREVIOUS FY C-A: ENTER CORRECT FISCAL YEAR	X			1-2
b. CALENDAR MDNTH --EDIT: NUMERIC 01-12 -- E-M: MONTH INVALID - MUST BE 01-12 C-A: ENTER CORRECT MONTH	X			3-4
( 5) INDEX NUMBER --EDIT: MUST PASS THE MODULUS ELEVEN CHECK DIGIT NUMBERING SYSTEM -- E-M: INVALID INDEXNUMBER C-A: RESEARCH/ENTER CORRECT INDEX NUMBER			X	46-51

## 5-6.7S CODE: SB - USER LEVEL CHANGE/DELETE/ESTABLISH

<u>DATA ENTRY FIELDS</u>		AUT DUP	OPT DUP	AUI'OWTIC LEFTZERO <u>FILL</u>	OUTPUT RECORD <u>COLUMNS</u>
( 1) TRANSACTION CODE		X			9-10
--EDIT: CODE "5B"					
-- E-M: INVALID TRANSACTION CODE					
C-A: ENTER "5B"					
( 21 AREA CODE		X			52-53
--EDIT: IS CODE VALID FOR INPUT LOCATION?					
-- E-M: INVALID AREA CODE FOR YOUR LOCATION					
C-A: REFER TO <b>LOOK-UP</b> TABLE 0 FOR, VALID CODE					
( 3) STATION CODE		X			104-105
--EDIT: MUST MATCH ONE OF THE STATION CODES LISTED ON					
<b>LOOK-UP</b> TABLE 1 FOR THE AREA					
-- E-M: INVALID CODE FOR YOUR LOCATION					
C-A: REFER TO LOOK-UP TABLE 1 FOR VALID STATION CODE FOR AREA					
( 4) DATE ITEMCHANGED					
a. FISCALYEAR		X			1-2
--EDIT: EQUAL TO CURRENT OR PREVIOUS YEAR					
-- E-M: MUST EQUAL CURRENT OR PREVIOUS FY					
C-A: ENTER CORRECT FISCAL YEAR					
b. CALENDAR MONTH		X			3-4
--EDIT: NUMERIC 01-12					
-- E-M: MONTH INVALID - MUST BE 01-12					
C-A: ENTER CORRECT MONTH					
( 5) INDEX NUMBER				X	46-51
--EDIT: MUST PASS THE MODULUS ELEVEN CHECK DIGIT NUMBERING SYSTEM					
-- E-M: INVALID INDEX NUMBER					
C-A: RESEARCH/ENTER/CORRECT INDEX NUMBER					

5-6.7S continued

<u>DATA ENTRY FIELDS</u>		AUT DUP	OPT DUP	AUTOMATIC LEFT ZERO <u>FILL</u>	OUTPUT RECORD <u>COLUMNS</u>
( 6) USER LEVEL QUANTITY				X	13-16
--EDIT:	NUMERIC DATA, 0-9999				
-- E-M:	DATA MUST BE NUMERIC				
C-A:	ENTER CORRECT QUANTITY				
( 7) SUB-STATION CODE				X	68-70
:	MUST MATCH ONE OF THE SUB-STATION CODES ON LOOK-UP TABLE 20.				
-- E-M:	INVALID SUB-STATION CODE				
C-A:	REFER TO LOOK-UP TABLE 20 FOR VALID CODE.				
( 8) USER CODE				X	71-72
--EDIT:	MUST MATCH USER CODE ON LOOK-UP TABLE NO. 20 FOR THE SUB-STATION.				
-- E-M:	INVALID USER CODE				
C-A:	REFER TO LOOK-UP TABLE 20 FOR VALID CODE.				

5-6.7T CODE: 12 - DUE IN OF PURCHASED SUPPLIES  
 CODE: 14 - DUE IN OF UNREQUIRED SUPPLIES  
 CODE: 15 - DUE IN OF DONATED SUPPLIES  
 CODE: 16 - DUE IN OF EXCESS SUPPLIES

DATA ENTRY FIELDS

	AUT DUP	OPT DUP	AUTOMATIC LEFT ZERO FILL	OUTPUT RECORD COLUMNS
( 1) TRANSACTION CODE				
-- E-M: CODE "12", "14", "15", OR "16".	X			9-10
C-A: INVALID TRANSACTION CODE				
C-A: ENTER "12", "14", "15". OR "16"				
( 2) AREA CODE				
--EDIT: IS CODE: VALID FOR INPUT LOCATION9	X			52-53
-- E-M: INVALID AREA CODE FOR YOUR LOCATION				
C-A: REFER TO LOOK-UP TABLE 0 FOR VALID CODE				
( 3) STATION CODE				
--EDIT: MUST MATCH ONE OF THE STATION CODES LISTED ON	X			104-105
LOOK-UP TABLE1 FOR THE AREA				
-- E-M: INVALID CODE FOR YOUR LOCATION				
C-A: REFER TO LOOK-UP TABLE 1 FOR VALID STATION CODE				
FOR AREA BEING PROCESSED				
( 4) PURCHASE ORDER NUMBER				
-- E-M: NUMERIC/ALPHA - NOT ALL ZEROS NOR ALL BLANKS	X			97-103
C-A: INVALID PURCHASE ORDER NUMBER				
C-A: ENTER CORRECT PURCHASE ORDER NUMBER				
( 5) DATE DUE IN				
a. CALENDAR MONTH				
--EDIT: NUMERIC 01-12-	X			1-2
-- E-M: MONTH MUST BE 01-12				
C-A: ENTER CORRECT CALENDAR MONTH				

## CHAPTER 6

## SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.7T continued

<u>DATA ENTRY FIELDS</u>		<u>AUT DUP</u>	<u>OPT DUP</u>	<u>AUTOMATIC LEFT ZERO FILL</u>	<u>OUTPUT RECORD C O L U M N S</u>
b.	CALENDAR DAY --EDIT: NUMERIC 01-31 -- E-M: DAY MUST BE 01-31 C-A: ENTER CORRECT DAY	X			3-4
C.	CALENDAR YEAR --EDIT: EQUAL TO CURRENT OR NEXT CALENDAR YEAR -- E-M: YEAR MUST BE CURRENT OR NEXT C-A: ENTER CORRECT CALENDAR YEAR	X			S-6
( 6)	ACCOUNT CODE --EDIT: MUST MATCH ONE OF THE ACCOUNT CODES LISTED ON LOOK-UP TABLE 3 -- E-M: INVALID ACCOUNT CODE C-A: REFER TO LOOK-UP TABLE 3 FOR VALID CODE	X			54
( 7)	SUB-SUB-ACTIVITY CODE BLANK OR NUMERIC -- E-M: SUB SUB ACTIVITY MUST BE BLANK OR NUMERIC C-A: ENTER APPROPRIATE SUB-SUB-ACTIVITYOR LEAVE BLANK	X			59-60
( 8)	INDEX NUMBER --EDIT: MUST PASS THE MODULUS ELEVEN CHECK DIGIT NUMBERING SYSTEM -- E-M: INVALID INDEXNUMBER C-A: RESEARCH/ ENTER CORRECT INDEX NUMBER			X	46-51
( 9)	Enter; QUANTITY NUMERIC DATA, NOT ALL ZEROS -- E-M: QUANTITY MAY NOT BE ZERO C-A: ENTER CORRECT DUE INQUANTITY			X	11-16

5-6.7T continued

<u>DATA ENTRY FIELDS</u>	AUT DUP	OPT, DUP	AUTOMATIC LEFT ZERO <u>FILL</u>	OUTPUT RECORD <u>COLUMNS</u>
(10) DUE IN VALUE			X	17-24
--EDIT: NUMERIC DATA, NOT ALL ZEROS				
-- E-M: VALUE MAY NOT BE ZERO				
C-A: ENTERCORRECT DUE IN VALUE				



## MANAGEMENT SERVICES

CHAPTER 6  
SUPPLY MCLVAGEMENT - CENTRAL OPERATIONS

5-6.7U CODE: 1K - CANCEL DUE IN OF PURCHASED SUPPLIES

CODE: 1N - CANCEL DUE IN OF UNREQUIRED SUPPLIESCODE: 1N - CANCEL DUE IN OF DONATED SUPPLIES: CODE : 10 - CANCEL DUE IN OF EXCESS SUPPLIESDATA ENTRY FIELDS

<u>AUT</u> <u>DUP</u>	<u>OPT</u> <u>DUP</u>	<u>AUTOMATIC</u> <u>LEFT ZERO</u> <u>FILL</u>	<u>OUTPUT</u> <u>RECORD</u> <u>COLUMNS</u>
--------------------------	--------------------------	---	--

## ( 1) TRANSACTION CODE

--EDIT: CODE "1K", "1M", "1N", OR "10"

-- E-M: INVALID TRANSACTION CODE

C-A: ENTER "1K", "W", "1N", OR "10"

X

9-10

## ( 2) AREA CODE

--EDIT: IS CODE VALID FOR INPUT LOCATION?

-- E-M: INVALID AREA CODE FOR YOUR LOCATION

C-A: REFER TO LOOK-UP TABLE 0 FOR VALID CODE

X

52-53

## ( 3) STATION CODE

MUST MATCH ONE OF THE STATION CODES LISTED ON  
LOOK-UP TABLE 1 FOR THE AREA

-- E-M: INVALID CODE FOR YOUR LOCATION

C-A: REFER TO LOOK-UP TABLE 1 FOR VALID STATION CODE  
FOR AREA BEING PROCESSED

X

104-105

## ( 40 PURCHASE ORDER NUMBER

NUMERIC/ALPHA - NOT ALL ZEROS NOR ALL BLANKS

-- E-M: INVALID PURCHASE ORDER NUMBER

C-A: ENTER CORRECT PURCHASE ORDER NUMBER

X

97-103

## ( 5) INDEX NUMBER

--EDIT: MUST PASS THE MODULUS ELEVEN CHECK DIGIT  
NUMBERING SYSTEM

-- E-M: INVALID INDEXNUMBER

C-A: RESEARCH/ENTER CORRECT INDEX NUMBER

X

46-51

S-6.7V CODE: 22 : STOCK RECEIPT OF PURCHASED SUPPLIES

<u>DATA ENTRY FIELDS</u>	AUT DUP	OPT DUP	AUTOMATIC LEFT ZERO <u>FILL</u>	OUTPUT RECORD <u>COLUMNS</u>
( 1) TRANSACTION CODE CODE "22" -- E-M: INVALID TRANSACTION CODE C-A: ENTER "22"	X			9-10
( 2) AREA CODE --EDIT: IS CODE VALID FOR INPUT LOCATION? -- E-M: INVALID AREA CODE FOR YOUR LOCATION C-A: REFER TO LOOK-UP TABLE 0 FOR VALID CODE	X			52-53
( 3) STATION CODE --EDIT: MUST MATCH ONE OF THE STATION CODES LISTED ON LOOK-UP TABLE1 FOR THE AREA -- E-M: INVALID CODE FOR YOUR LOCATION C-A: REFER TO LOOK-UP TABLE 1 FOR VALID STATION CODE FOR AREA BEING PROCESSED	X			104-105
( 4) PURCHASE ORDER NUMBER --EDIT: NUMERIC/ALPHA - NOT ALL ZEROS NOR ALL BLANKS -- E-M: INVALID PURCHASE ORDER NUMBER C-A: ENTER CORRECT PURCHASE ORDERNUMBER	X			97-103
( 5) VOUCHER NUMBER a. FISCAL YEAR --EDIT: EQUAL TO CURRENT OR PREVIOUS FISCAL YEAR -- E-M: FY MUST BE EQUAL TO CURRENT OR PREVIOUS C-A: ENTER CORRECT FISCAL YEAR	X			1-2

;-6.7V continued

<u>DATA ENTRY FIELDS</u>	<u>AUT DUP</u>	<u>OPT DUP</u>	<u>AUTOMATIC LEFT ZERO FILL</u>	<u>OUTPUT RECORD COLUMNS</u>
b. CALENDAR .MONTH --EDIT: NUMERIC 01-12 -- E-M: CM MUST BE NUMERIC 01-12 C-A: ENTER CORRECT CALENDAR MONTH	X			3-4
c. SERIAL NUMBER --EDIT: NUMERIC, NOT ALL ZEROS -- E-M: VOUCHER SERIAL NUMBER MAY NOT BE ZERO C-A: ENTER CORRECT VOUCHER SERIAL NUMBER	X		X	5--8
( 6) SOURCE CODE --EDIT: MUST MATCH ONE OF THE CODES LISTED ON LOOK-UP TABLE 5 -- E-M: INVALID SOURCE CODE C-A: REFER TO LOOK-UP TABLE 5 FOR VALID CODE	X			91
( 7) your CODE MUST MATCH ONE OF THE ACCOUNT CODES LISTED ON LOOK-UP TABLE 3 -- E-M: INVALID ACCOUNT CODE C-A: REFER TO LOOK-UP TABLE 3 FOR VALID CODE	X			54
( 8) SUB-SUB-ACTIVITY CODE --EDIT: NUMERIC OR BLANK -- E-M: SUB SUB ACTIVITY MUST BE BLANK OR NUMERIC C-A: ENTER APPROPRIATE SUB SUB ACTIVITY CODE OR LEAVEBLANK	X			59-60

5-6.7V continued

DATA ENTRY FIELDS	AUTOMATIC OUTPUT			
	AUT DUP	OPT DUP	LEFT ZERO FILL	RECORD COLUMNS
( 9) INDEX NUMBER -- E-M: MUST PASS THE MODULUS ELEVEN CHECK DIGIT NUMBERING SYSTEM C-A: RESEARCH/ENTER CORRECT INDEX NUMBER			X	46-51
(10) QUANTITY --EDIT: NUMERIC, NOT ALL ZEROS -- E-M: QUANTITY MAY NOT BE ZERO C-A: ENTER CORRECT QUANTITY			X	11-16
(11) VALUE --EDIT: NUMERIC, NOT ALL ZEROS -- E-M: VALUE MAY NOT BE ZERO C-A: ENTER CORRECT VALUE			X	17-24
(12) F OR P CODE --EDIT: ALPHA "F" OR "P" -- E-M: ENTER "F" FOR FINAL OR "P" FOR PARTIAL C-A: IF FINAL RECEIPT FOR ITEM, ENTER "F", IF PARTIAL RECEIPT FOR ITEM, ENTER "P"				2s
(13) EXPIRATION DATE a. CALENDAR MONIH --EDIT: NUMERIC 01-12 OR BLANK -- E-M: CM - BLANK OR NUMERIC 01-12 C-A: ENTER CORRECT MONTH OR LEAVE BLANK				26-27
b. CALENDARYEAR --EDIT: EQUAL TO OR GREATER THAN CURRENT CY OR BLANK -- E-M: CY - BLANK OR = TO OR GREATER CURRENT CY C-A: ENTER CORRECT CY OR LEAVE BLANK				28-29

MANAGEMENT SERVICES

CHAPTER 6  
SUPPLY MANAGEMENT - CENTRAL OPERATIONS

S-6.7W CODE: 2K - REVERSAL OF STOCK RECEIPT OF PURCHASES SUPPLIES  
CODE: 2M - REVERSAL OF STOCK RECEIPT OF UNREQUIRED SUPPLIES  
CODE: 2N - REVERSAL OF STOCK RECEIPT OF DONATED SUPPLIES  
CODE: 2O - REVERSAL OF STOCK RECEIPT OF EXCESS SUPPLIES

<u>DATA ENTRY FIELDS</u>		<u>AUT DUP</u>	<u>OPT DUP</u>	<u>AUTOMATIC OUTPUT LEFT ZERO RECORD FILL COLUMNS</u>
( 1 ) TRANSACTION CODE		X		<b>9-10</b>
CODE "2K", "2M", "2N", OR "2O"				
-- E-M: INVALID TRANSACTION CODE				
C-A: ENTER "2K", "2M", "2N", OR "2O"				
( 2 ) AREA CODE		X		<b>52-53</b>
--EDIT: IS CODE VALID FOR INPUT LOCATION?				
-- E-M: INVALID AREA CODE FOR YOUR LOCATION				
C-A: REFER TO LOOK-UP TABLE 0 FOR VALID CODE				
( 3 > STATION CODE		X		104-105
--EDIT: MUST MATCH ONE OF THE STATION CODES LISTED ON LOOK-UP TABLE FOR THE AREA				
-- E-M: INVALID CODE FOR YOUR LOCATION				
<b>C-A:</b> REFER TO LOOK-UP TABLE 1 FOR VALID STATION CODE FOR AREA BEING PROCESSED				
( 4 ) VOUCHER NUMBER.				
a. FISCAL YEAR			X	1-2
--EDIT: EQUAL TO CURRENT OR PREVIOUS FISCAL YEAR				
-- E-M: FY MUST BE EQUAL TO CURRENT OR PREVIOUS				
C-A: ENTER CORRECT FISCAL YEAR				
b. CALENDAR MONTH			<b>X</b>	<b>3-4</b>
--EDIT: NUMERIC 01-12				
-- E-M: CM MUST BE NUMERIC 01-12				
C-A: ENTER CORRECT CALENDAR MONTH				

b6.7W continued

<u>DATA ENTRY FIELDS</u>		AUT DUP	OPT DUP	AUTOMATIC LEFT ZERO <u>FILL</u>	OUTPUT RECORD <u>COLUMNS</u>
c.	SERIAL NUMBER --EDIT: NUMERIC, NOT ALL ZEROS -- E-M: VOUCHER SERIAL NUMBER MAY NOT BE ZERO C-A: ENTER CORRECT VOUCHER SERIAL NUMBER		X	X	5-8
( 5)	SOURCE CODE --EDIT: MUST MATCH ONE OF THE CODES LISTED ON LOOK-UP TABLE 5 -- E-M: INVALID SOURCE CODE C-A: REFER TO LOOK-UP TABLE 5 FOR VALID CODE		X		<b>91</b>
( 6)	ACCOUNT CODE MUST MATCH ONE OF THE ACCOUNT CODES LISTED ON LOOK-UP TABLE 3 -- E-M: INVALID ACCOUNT CODE C-A: REFER TO LOOK-UP TABLE 3 FOR VALID CODE		X		54
( 7)	SUB-SUB-ACTIVITY CODE --EDIT: NUMERIC OR BLANK -- E-M: SUB SUB ACTIVITY MUST BE BLANK OR NUMERIC C-A: ENTER APPROPRIATE SUB SUB ACTIVITY CODE OR LEAVEBLANK		X		<b>59-60</b>
( 8)	INDEX NUMBER MUST PASS THE MODULUS ELEVEN CHECK DIGIT NUMBERING SYSTEM -- E-M: INVALID INDEXNUMBER C-A: RESEARCH / ENTER CORRECT INDEX NUMBER			X	46-51

5-6.7W continued

<u>DATA DRY FIELDS</u>		<u>AUT DUP</u>	<u>OPT DUP</u>	<u>AUTMATIC LEFT ZERO FILL</u>	<u>OUTPUT RECORD COLUMNS</u>
( 9) QUANTITY				X	11-16
--EDIT:	NUMERIC, NOT ALL ZEROS				
-- E-M:	QUANTITY MAY NOT BE ZERO				
C-A:	ENTER CORRECT QUANTITY				
(10) VALUE				X	17-24
--EDIT:	NUMERIC, NOT ALL ZEROS				
-- E-M:	VALUE MAYN NOT BE ZERO				
C-A:	ENTER CORRECT VALUE				

## MANAGEMENT SERVICES

CHAPTER 6

## SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.7X CODE: 24 - STOCK RECEIPT OF **UNREQUIRED SUPPLIES**~~CODE: 25 - STOCK RECEIPT OF DONATED SUPPLIES~~~~CODE: 26 - STOCK RECEIPT OF EXCESS SUPPLIES~~

DATA ENTRY FIELDS	AUTOMATIC OUTPUT			
	<u>AUT</u> <u>DUP</u>	<u>OFT</u> <u>DUP</u>	<u>LEFT ZERO</u> <u>FILL</u>	<u>RECORD</u> <u>COLUMNS</u>
( 1) TRANSACTION CODE --EDIT: CODE "24", "25", OR "26" -- E-M: INVALID TRANSACTION CODE C-A: ENTER "24", "25", OR "26"	X			9-10
( 2) AREA CODE --EDIT: IS CODE VALID FOR INPUT LOCATION? -- E-M: INVALID AREA CODE FOR YOUR LOCATION C-A: REFER TO LOOK-UP TABLE 0 FOR VALID CODE	X			52-53
( 3) STATION CODE --EDIT: MUST MATCH ONE OF THE STATION CODES LISTED ON LOOK-UP TABLE 1 FOR THE AREA -- E-M: INVALID CODE FOR YOUR LOCATION C-A: REFER TO LOOK-UP TABLE 1 FOR VALID STATION CODE FOR AREA BEING PROCESSED	X			104-10s
( 4) PURCHASE ORDER NUMBER -- E-M: BLANK OR NUMERIC/ALPHA, NOT ALL ZEROS C-A: INVALID PURCHASE ORDER NUMBER C-A: ENTER CORRECT PURCHASE ORDER NUMBER OR LEAVE-BLANK	X			97-103
( 5) VOUCHER NUMBER a. FISCAL YEAR --EDIT: EQUAL TO CURRENT OR PREVIOUS FISCAL YEAR -- E-M: FY MUST BE EQUAL TO CURRENT OR PREVIOUS C-A: ENTER CORRECT FISCAL YEAR	X			1-2



5-6.7X continued

<u>DATA ENTRY FIELDS</u>		<u>AUT DUP</u>	<u>OPT DUP</u>	<u>AUTOMATIC LEFT ZERO FILL</u>	<u>OUTPUT RECORD columns</u>
b.	CALENDAR MDNTH --EDIT: NUMERIC 01-12 -- E-M: CM MUST BE NUMERIC 01-12 C-A: ENTER CORRECT CALENDAR MONTH	X			3-4
c.	SERIAL NUMBER --EDIT: NUMERIC, NOT ALL ZEROS -- E-M: VOUCHER SERIAL NUMBER MAY NOT BE ZERO C-A: ENTER CORRECT VOUCHER SERIAL NUMBER	X		X	5-8
( 6)	SOURCE CODE --EDIT: MUST MATCH ONE OF THE CODES LISTED ON LOOK-UP TABLE 5 -- E-M: INVALID SOURCE CODE C-A: REFER TO LOOK-UP TABLE 5 FOR VALID CODE	X			91
( 7)	ACCOUNT CODE --EDIT: ADJUST MATCH-ONE OF THE ACCOUNT CODES LISTED ON LOOK-UP TABLE 3 -- E-W INVALID ACCOUNT CODE C-A: REFER TO LOOK-UP TABLE 3 FOR VALID CODE	X			54
( 8)	SUB-SUB-ACTIVITY CODE -- E-M: NUMERIC OR BLANK SUB SUB ACTIVITY MUST BE BLANK OR NUMERIC C-A: ENTER APPROPRIATE SUB SUB ACTIVITY CODE OR LEAVE BLANK	X			59-60

## MANAGEMENT SERVICES

### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.7X continued

<u>DATA ENTRY FIELDS</u>		<u>AUT DUP</u>	<u>OPT DUP</u>	<u>AUTOMATIC LEFT ZERO FILL</u>	<u>OUTPUT RECORD COLUMNS</u>
(9)	INDEXNUMBER --EDIT: MUST PASS THE MODULUS ELEVEN CHECK DIGIT NUMBERING SYSTEM -- E-M: INVALID INDEX NUMBER C-A: RESEARCH / ENTER CORRECT INDEX NUMBER			X	46-51
(10)	QUANTITY --EDIT: NUMERIC, NOT ALL ZEROS -- E-M: QUANTITY MAY NOT BE ZERO C-A: ENTER CORRECT QUANTITY			X	11-16
(11)	VALUE --EDIT: NUMERIC, NOT ALL ZEROS -- E-M: VALUE MAY NOT BE ZERO C-A: ENTER CORRECT VALUE			X	17-24
(12)	F OR P CODE --EDIT: ALPHA "F" OR "P" -- E-M: ENTER "F" FOR FINAL OR "P" FOR PARTIAL C-A: IF FINAL RECEIPT FOR ITEM, ENTER "F", IF PARTIAL RECEIPT FOR ITEM, ENTER "p"		X		25
(13)	EXPIRATION DATE a. CALENDAR MONTH --EDIT: NUMERIC 01-12 OR BLANK -- E-M: CM - BLANK OR NUMERIC 01-12 C-A: ENTER CORRECT MONTH OR LEAVE BLANK				26-27
	b. CALENDAR YEAR --EDIT: EQUAL TO OR GREATER THAN CURRENT CY OR BLANK -- E-M: CY - BLANK OR = TO OR GREATER CURRENT CY -- C-A: ENTER CORRECT CY OR LEAVE BLANK				28-29

S-6.7Y CODE: 27 - DEBIT INVENTORY ADJUSTMENT  
CODE: 37 - CREDIT INVENTORY ADJUSTMENT

<u>DATA ENTRY FIELDS</u>	<u>AUT DUP</u>	<u>OPT DUF</u>	<u>AUTOMATIC LEFT ZERO FILL</u>	<u>OUTPUT RECORD COLUMNS</u>
( 1 ) TRANSACTION CODE EDIT: . CODE "27" OR "37" : E -M :INVALID TRANSACTION CODE C-A: ENTER "27" OR "37"	X			9-10
( 2 ) AREA CODE - --EDIT: IS CODE VALID FOR INPUT LOCATION? -- E-M: INVALID AREA CODE FOR YOUR LOCATION C-A: REFER TO LOOK-UP TABLE 0 FOR VALID CODE	X			52-53
( 3 ) STATION CODE : MUST MATCH ONE OF THE STATION CODES LISTED ON LOOK-UP TABLE 1 FOR THE AREA -- E-M: INVALID CODE FOR YOUR LOCATION C-A: REFER TO LOOK-UP TABLE 1 FOR VALID STATION CODE FOR AREA BEING PROCESSED	X			104-105
( 4 ) VOUCHER NUMBER a. FISCAL YEAR --EDIT: EQUAL TO CURRENT OR PREVIOUS FISCAL YEAR -- E-M: FY ,MUST BE EQUAL TO CURRENT OR PREVIOUS C-A: ENTER CORRECT FISCAL YEAR	X			1-2
b. CALENDAR MONTH --EDIT: NUMERIC 01-12 -- E-M: CM MUST BE NUMERIC 01-12 C-A: ENTER CORRECT CALENDAR MONTH	X			3-4

5-6.7Y continued

<u>DATA ENTRY FIELDS</u>		AUT DUP	OFT. DUP	AUTOMATIC LEFT ZERO <u>FILL</u>	OUTPUT RECORD <u>COLUMNS</u>
c.	SERIAL NUMBER --EDIT: NUMERIC, NOT ALL ZEROS -- E-M: VOUCHER SERIAL NUMBER MAY NOT BE ZERO C-A: ENTER CORRECT VOUCHER SERIAL NUMBER	X		X	S-8
( 5 )	INDEXNUMBER --EDIT: MUST PASS THE MODULUS ELEVEN CHECK DIGIT NUMBERING SYSTEM -- E-M: INVALID INDEX NUMBER C-A: RESEARCH/ENTER CORRECT INDEXNUMBER			X	46-51
(6)	QUANTITY NUMERIC DATA -- E-M: MUST BE NUMERIC 0-999999 C-A: ENTER CORRECT QUANTITY			X	11-16
( 7 )	VALUE --EDIT: IS QUANTITY ZERO, IF SO, VALUE MUST BE NUMERIC DATA, NOT ALL ZEROS NOR BLANK -- E-M: ZERO QTY - VALUE MUST BE 1-99999999 C-A: ENTER CORRECT VALUE  --EDIT: NUMERIC DATA OR BLANK -- E-M: VALUE MUST BE NUMERIC OR BLANK C-A: ENTER CORRECT VALUE OR LEAVE BLANK			X	17-24

## MANAGEMENT SERVICES

## CHAPTER 6

## SUPPLY MANAGEMENT - CENTRAL OPERATIONS

S-6.72 CODE: 2P - REVERSAL OF DEBIT INVENTORY ADJUSTMENT

C : CODE : 3P - REVERSAL OF CREDIT INVENTORY ADJUSTMENT

<u>DATA ENTRY FIELDS</u>		<u>AUT DUP</u>	<u>OPT DUP</u>	<u>AUTOMATIC OUTPUT LEFT ZERO FILL RECORD COLUMNS</u>
( 11 TRANSACTION CODE		X		9-10
--EDIT: CODE "2P" OR "3P"				
-- E-M: -INVALID TRANSACTION CODE				
C-A: ENTER "2P" OR "3P"				
( 2) AREA CODE		X		52-53
--EDIT: IS CODE VALID FOR INPUT LOCATION?				
-- E-M: INVALID AREA CODE FOR YOUR LOCATION				
C-A: REFER TO LOOK-UP TABLE 0 FOR VALID CODE				
( 3;) STATION CODE		X		104-10s
--EDIT: MUST MATCH ONE OF THE STATION CODES LISTED ON LOOK-UP TABLE 1 FOR THE AREA				
-- E-M: INVALID CODE FOR YOUR LOCATION				
C-A: REFER TO LOOK-UP TABLE 1 FOR VALID STATION CODE FOR AREA BEING PROCESSED				
(4) VOUCHER NUMBER				
a. FISCAL YEAR		X		1.-2
--EDIT: EQUAL TO CURRENT; OR PREVIOUS FISCAL YEAR				
-- E-M: FY MUST BE EQUAL TO CURRENT OR PREVIOUS				
C-A: ENTER CORRECT FISCAL YEAR				
b. CALENDAR MONTH		X		3-4
--EDIT: NUMERIC 01-12				
-- E-M: CM MUST BE NUMERIC 01-12				
C-A: ENTER CORRECT CALENDAR MONTH				

i-6.72 continued

DATA ENTRY FIELDS	AUT DUP	OFT DUP	AUTOMATIC OUTPUT	
			LEFT ZERO	RECORD COLUMNS
<b>C.</b> SERIAL NUMBER --EDIT: NUMERIC, NOT ALL ZEROS -- E-M: VOUCHER~SERIAL NUMBER MAY NOT BE ZERO C-A: ENTER CORRECT VOUCHER SERIAL NUMBER	X		X	5-8
I 5) INDEX NUMBER MUST PASS THE MODULUS ELEVEN CHECK DIGIT NUMBERING SYSTEM -- E-M: INVALID INDEX NUMBER C-A: RESEARCH / ENTER CORRECT INDEXNUMBER			X	46-51
( 6) QUANTITY ---EDIT: NUMERIC DATA -- E-M: MUST BE NUMERIC 0-999999 C-A: ENTER CORRECT QUANTITY			X	11-16
( 7) VALUE --EDIT: IS QUANTITY ZERO, IF SO, VALUE MUST BE NUMERIC DATA, NOT ALL ZEROS NOR BLANK -- E-M: ZERO QTY - VALUE MUST BE 1-99999999 C-A: ENIER CORRECT VALUE  --EDIT: NUMERIC DATA -- E-M: VALUE MUST BE NUMERIC C-A: ENTER CORRECT VALUE			X	17-24

## 5-6.7AA CODE: 32 - STORES STOCK REPLENISHMENT ISSUE

<u>DATA ENTRY FIELDS</u>	<u>AUT DUP</u>	<u>OPT DUP</u>	<u>AUTOMATIC LEFT ZERO FILL</u>	<u>OUTPUT RECORD COLUMNS</u>
( 1) TRANSACTION CODE --EDIT: CODE "32" -- E-M: INVALID TRANSACTION CODE C-A: ENTER "32"	X			9-10
( 2) AREA CODE --EDIT: IS CODE VALID FOR INPUT LOCATION? -- E-M: INVALID AREA CODE FOR YOUR LOCATION C-A: REFER TO LOOK-UP TABLE 0 FOR VALID CODE	X			52-53
( 3) STATION CODE --EDIT: MUST MATCH ONE OF THE STATION CODES LISTED ON LOOK-UP TABLE 1 FOR THE AREA -- E-M: INVALID CODE FOR YOUR LOCATION C-A: REFER TO LOOK-UP TABLE 1 FOR VALID STATION CODE FOR AREA BEING PROCESSED	X			104-105
( 4) CONTRACT/GRANT NUMBER --EDIT: DATA OR BLANK. IF 1SI COLUMN IS BLANK, THEN REST OF FIELD MUST BE BLANK -- E-M: FIRST COLUMN BLANK, ALL MUST BE BLANK C-A: LEAVE BLANK OR ENTER APPROPRIATE DATA	X			26-37
( 5) SUB-STATION CODE --EDIT: MUST MATCH ONE OF THE SUB-STATION CODES ON LOOK-UP TABLE 20. -- E-M: INVALID SUB-STATION CODE C-A: REFER TO LOOK-UP TABLE 20 FOR VALID CODE.	X			71-72

S-6.7AA continued

<u>DATA ENTRY FIELDS</u>	<u>AUT DUP</u>	<u>OPT DUP</u>	<u>AUTOMATIC LEFT ZERO FILL</u>	<u>OUTPUT RECORD COLUMNS</u>
( 6) USER CODE --EDIT: MUST MATCH THE USER CODE ON LOOK-UP TABLE 20 FOR THE SUB-STATION. -- E-M: INVALID USER CODE C-A: REFER TO LOOK-UP TABLE 20 FOR VALID USER CODE,	X			68-70
( 7) COMMON ACCOUNTING NUMBER (CAN) MUST MATCH THE CAN ON LOOK-UP TABLE 20 FOR THE SUB-STATION AND USER. -- E-M: INVALID CAN C-A: REFER TO LOOK-UP TABLE 20 FOR VALID CAN	X			61-67
( 8) SUB-SUB ACTIVITY CODE MUST MATCH THE SUB-SUB ACTIVITY CODE ON LOOK-UP TABLE 20 FOR THE SUB-STATION AND USER, -- E-M: INVALID CODE C-A: REFER TO LOOK-UP TABLE 20 FOR VALID CODE.	X			59-60
( 9.) DATE OF REQUEST a. MONTH --EDIT: NUMERIC 01-12 -- E-M: MUST BE NUMERIC 01-12 C-A: ENTER CORRECT CALENDAR MONTH	X			73-74
b. CALENDAR DAY --EDIT: NUMERIC 01-31 -- E-M: CM MUST BE NUMERIC 01-31 C-A: ENTER CORRECT CALENDAR DAY	X			75-76
c. CALENDAR YEAR --EDIT: EQUAL TO THE CURRENT OR PREVIOUS CALENDAR YEAR. -- E-M: INVALID CALENDAR YEAR C-A: ENTER CORRECT CALENDAR YEAR	X			77-78



5-6.7AA continued

DATA ENTRY FIELDS	AUT DUP	OPT DUP	AUTOMATIC		OUTPUT RECORD COLUMNS
			LEFT	ZERO FILL	
(10) REQUEST NUMBER ANY DATA, EXCEPT ALL BLANKS. -- E-M; CANNOT. BE ALL BLANK. C-A: ENTER CORRECT REQUEST NUMBER	X				79-86
(11) TYPE OF REQUEST --EDIT: NUMERIC "1" OR "2" -- E-M: INVALID REQUEST CODE C-A: ENTER "1" IF SCHEDULED REQUEST ENTER "2" IF UNSCHEDULED REQUEST	X				87
(12) POST POSTING CODE BLANK OR ALPHA CODE "I". --E-M; INVALID POSTING CODE C-A: ENTER ALPHA "1" IF THE ITEMS HAVE BEEN ISSUED. LEAVE BLANK IF THE ITEMS HAVE NOT BEENISSUED.	X				88
(13) VOUCHER NUMBER a. FISCAL YEAR --EDIT: EQUAL, TO CURRENT OR PREVIOUS FISCAL YEAR -- E-M: FY MIST BE EQUAL TO CURRENT OR PREVIOUS C-A: ENTER CORRECT FISCAL YEAR	X				1-2
b. CALENDAR MONTH --EDIT: NUMERIC 01-12 -- E-M: CM MUST BE NUMERIC 01-12 C-A: ENTER CORRECT CALENDAR MONTH	X				3-4
c. SERIAL NUMBER --EDIT: NUMERIC, NOT ALL ZEROS. -- E-M: VOUCHER SERIAL NUMBER MAY NOT BE ZERO. C-A: ENTER CORRECT VOUCHER SERIAL NUMBER	X			X	5-8

5-6.7AA continued

DATA ENTRY FIELDS	AUT DUP	OPT DUP	AUTOMATIC LEFT ZERO FILL	OUTPUT RECORD COLUMNS
(14) INDEX NUMBER --EDIT: MUST PASS THE MODULUS ELEVEN CHECK DIGIT NUMBERING SYSTEM -- E-M: INVALID INDEXNUMBER C-A: RESEARCH/ENTER CORRECT INDEX NUMBER			X	46-51
(15) QUANTITY --EDIT: NUMERIC DATA -- E-M: INVALID RESPONSE C-A: ENTER NUMERIC DATA			X	11-16
(16) F-P-N CODE --EDIT: MUST BE ALPHA "F", "P", OR "N" WHEN CODE "I" IS IN COLUMN 88. BLANK FOR ALL OTHERS. -- E-M: BLANK OR CODE F, P, OR N C-A: ENTER "F" IF TOTAL QTY ISSUED; ENTER "P" IF PARTIAL QTY ISSUED; ENTER "N" IF ZERO QTY ISSUED; LEAVE BLANK WHEN THE ITEM HAS NOT BEEN ISSUED.  --EDIT: IF QUANTITY ISSUED IS ZERO, THEN CODE "N" MUST BE USED. -- E-M: QUANTITY ZERO - CODE N MUST BE USED C-A: ENTER CODE "N"				2s

5-6.7AB CODE: 3K - REVERSAL OF STORES STOCK REPLENISHMENT ISSUE

<u>DATA ENTRY FIELDS</u>	AUT DUP	OPT DUP	AUTOMATIC LEFT ZERO FILL	OUTPUT RECORD COLUMNS
( 1) TRANSACTION CODE CODE "3K" -- E-M: INVALID TRANSACTION CODE C-A: ENTER "3K"	.X			9 - 10
( 2) AREA CODE IS CODE VALID FOR INPUT LOCATION? -- E-M: INVALID AREA CODE FOR YOUR LOCATION C-A: REFER TO LOOK-UP TABLE 0 FOR VALID CODE	X			52-53
( 3) STATION CODE --EDIT : MUST MATCH ONE OF THE STATION CODES LISTED ON LOOK-UP TABLE 1 FOR THE AREA -- E-M: INVALID CODE FOR YOUR LOCATION C-A: REFER TO LOOK-UP TABLE 1 FOR VALID STATION CODE FOR AREA BEING PROCESSED	X			104-105
( 4) <b>CONTRACT/GRANT NUMBER</b> --EDIT: DATA OR BLANK. IF 1ST COLUMN IS BLANK, THEN REST OF FIELD MUST BE BLANK -- E-M: FIRST COLUMN BLANK, ALL MUST BE BLANK C-A: LEAVE BLANK OR ENTER APPROPRIATE DATA		X		26-37
( 5) SUB STATION CODE MUST MATCH ONE OF THE SUB-STATION CODES ON LOOK-UP TABLE 20. -- E-M: INVALID SUB-STATION CODE C-A: REFER TO LOOK-UP TABLE 20 FOR VALID CODE.	X			71-72

5-6.7AB continued

<u>DATA ENTRY FIELDS</u>	<u>AUT DUP</u>	<u>OPT. DUP</u>	<u>AUTOMATIC LEFT ZERO FILL</u>	<u>OUTPUT RECORD COLUMNS</u>
( 6) USER CODE --EDIT: MUST MATCH THE USER CODE ON LOOK-UP TABLE 20 FOR THE SUB-STATION -- E-M: INVALID USER CODE C-A: REFER TO LOOK-UP TABLE 20 FOR VALID USER CODE	x			68-70
( 7) COMMON ACCOUNTING NUMBER (CAN) : MUST MATCH THE CAN ON LOOK-UP TABLE 20 FOR THE SUB-STATION AND USER. -- E-M: INVALID CAN C-A: REFER TO LOOK-UP, TABLE 20 FOR VALID CAN.	X			61-67
( 8) SUB-SUB ACTIVITY CODE : MUST MATCH THE SUB-SUB ACTIVITY CODE ON LOOK-UP TABLE 20 FOR THE SUB-STATION AND USER. -- E-M: INVALID CODE C-A: REFER TO LOOK-UP TABLE 20 FOR VALID CODE.	x			59-60
( 9) TYPE OF REQUEST NUMERIC "1" OR "2" -- E-M: INVALID REQUEST CODE C-A: ENTER "1" IF REVERSAL OF SCHEDULED REQUEST. ENTER "2" IF REVERSAL OF UNSCHEDULED REQUEST.	X			87
(10) VOUCHER NUMBER a. FISCAL YEAR --EDIT: EQUAL TO CURRENT OR PREVIOUS FISCAL YEAR -- E-M: FY MUST BE EQUAL TO CURRENT OR PREVIOUS C-A: ENTER CORRECT FISCAL YEAR	X			1-2

5-6.7AB continued

<u>DATA ENTRY FIELDS</u>		<u>AUT DUP</u>	<u>OPT DUP</u>	<u>AUTOMATIC LEFT ZERO FILL</u>	<u>OUTPUT RECORD COLUMNS</u>
b.	CALENDAR MONTH --EDIT: NUMERIC 01-12 -- E-M: CM MUST BE NUMERIC 01-12 C-A: ENTER CORRECT CALENDAR MONTH	X			3-4
C'	SERIAL NUMBER --EDIT: NUMERIC, NOT ALL ZEROS -- E-M: VOUCHER SERIAL NUMBER MAY NOT BE ZERO C-A: ENTER CORRECT VOUCHER SERIAL NUMBER	X		X	S-8
(11)	INDEX NUMBER --EDIT: MUST PASS THE MODULUS ELEVEN CHECK DIGIT NUMBERING SYSTEM -- E-M: INVALID INDEXNUMBER C-A: RESEARCH/ENTER CORRECT INDEX NUMBER			X	46-51
(12)	QUANTITY --EDIT: NUMERIC DATA, NOT ALL ZEROS -- E-M: QUANTITY MAY NOT BE ZERO C-A: ENTER CORRECT QUANTITY			X	11-16
(13)	F OR P CODE --EDIT: ALPHA F OR P -- E-M: INVALID CODE C-A: ENTER F IF THE ORIGINAL ISSUE WAS A FINAL ISSUE. ENTER P IF THE ORIGINAL ISSUE WAS A PARTIAL ISSUE.				25
(141)	REVERSAL VALUE -- E-M: NUMERIC DATA, NOT ALL ZEROS VALUE MAY NOT BE ZERO C-A: ENTER CORRECT VALUE			X	17-24

5-6.7AC CODE: 33 - STORES STOCK NON-REPLENISHMENT ISSUE

<u>DATA ENTRY FIELDS</u>		AUT DUP	OPT DUP	AUTOMATIC LEFT ZERO <u>FILL</u>	OUTPUT RECORD <u>COLUMNS</u>
( 1) TRANSACTION CODE --EDIT: CODE "33" -- E-M: INVALID TRANSACTION CODE C-A: ENTER "33"		X			<b>9-10</b>
( 2) AREA CODE --EDIT: IS CODE VALID FOR INPUT LOCATION? -- E-M: INVALID AREA CODE FOR YOUR LOCATION C-A: REFER TO LOOK-UP TABLE 0 FOR VALID CODE		X			52-53
( 3) STATION CODE MUST MATCH ONE OF THE STATION CODES LISTED ON LOOK-UP TABLE FOR THE AREA -- E-M: INVALID CODE FOR YOUR LOCATION C-A: REFER TO LOOK-UP TABLE 1 FOR VALID STATION CODE FOR AREA BEING PROCESSED		X			104-105
( 4) f) CONTRACT/GRANT NUMBER DATA OR BLANK. IF 1ST COLUMN IS BLANK, THEN REST OF FIELD MUST BE BLANK -- E-M: FIRST COLUMN BLANK, ALL MUST BE BLANK C-A: LEAVE BLANK OR ENTER APPROPRIATE DATA		X			26-37
( 51) SUB-STATION CODE EDIT MUST MATCH ONE OF THE SUB-STATION CODES ON LOOK-UP TABLE 20. -- E-M: INVALID SUB-STATION CODE C-A: REFER TO LOOK-UP TABLE 20 FOR VALID CODE.		X			71-72

5-6.7AC continued

<u>DATA ENTRY FIELDS</u>	<u>AUT DUP</u>	<u>OPT DUP</u>	<u>AUTOMATIC LEFT ZERO FILL</u>	<u>OUTPUT RECORD COLUMNS</u>
( 6) USER CODE --EDIT: MUST MATCH THE USER CODE. ON LOOK-UP TABLE 20 FOR THE SUB-STATION. -- E-M: INVALID USER CODE C-A: REFER TO LOOK-UP TABLE 20 FOR VALID USER CODE.	X			68-70
( 7) COMMON ACCOUNTING NUMBER (CAN) --EDIT: MUST MATCH THE CAN ON LOOK-UP TABLE 20 FOR THE SUB-STATION AND USER. -- E-M: C-A: REFER TO LOOK-UP TABLE 20 FOR VALID CAN.	X			61-67
( 8) SUB-SUB-ACTIVITY CODE --EDIT: MUST MATCH THE SUB-SUB ACTIVITY CODE ON LOOK-UP TABLE 20 FOR THE SUB-STATION AND USER. -- E-M: INVALID CODE C-A: REFER TO LOOK-UP TABLE 20 FOR VALID CODE;	X			69-60
( 91) VOUCHER NUMBER a. FISCAL YEAR --EDIT: EQUAL TO CURRENT OR PREVIOUS FISCAL YEAR -- E-M: FY MUST BE EQUAL TO CURRENT OR PREVIOUS C-A: ENTER CORRECT FISCAL YEAR	X			1-2
b. CALENDAR, MONTH --EDIT: NUMERIC 01-12 -0 E-M: CM MUST BE NUMERIC 01-12 C-A: ENTER CORRECT CALENDAR MONTH	X			3-4
c. SERIAL NUMBER --EDIT: NUMERIC, NOT ALL ZEROS -0 E-M: VOUCHER SERIAL NUMBER MAY NOT BE ZERO C-A: ENTER CORRECT VOUCHER SERIAL NUMBER	X		X	S-8

5-6.7AC continued

<u>DATA ENTRY FIELDS</u>		AUT DUP	OPT DUP	AUTOMATIC LEFT ZERO <u>FILL</u>	OUTPUT RECORD <u>COLUMNS</u>
(10) INDEX NUMBER				X	46-51
--EDIT:	MUST PASS THE MODULUS ELEVEN CHECK DIGIT				
	NUMBERING SYSTEM				
-0 E-h:	INVALID INDEX NUMBER				
C-A:	RESEARCH/ENTER CORRECT INDEXNUMBER				
(1) QUANTITY				X	11-16
	NUMERIC DATA				
-- E-M:	INVALID RESPONSE				
C-A:	ENTER NUMERIC DATA				
(12) F-P-N CODE					25
--EDIT:	MUST BE ALPHA "F", "P", OR "N"				
-- E-M:	ONLY CODE F, P, OR N ACCEPTABLE				
C-A:	ENTER "F" IF TOTAL QTY ISSUED; ENTER "P" IF PARTIAL QTY ISSUED; ENTER "N" IF ZERO QTY ISSUED				
--EDIT:	IF QUANTITY ISSUED IS ZERO, THEN CODE "N" MUST BE USED				
-- E-M:	QUANTITY ZERO - CODE N MUST BE USED				
C-A:	ENTER CODE "K"				
--EDIT:	IF QUANTITY ISSUED IS NOT ZERO, THEN CODE F OR P MUST BE USED				
-- E-M:	QUANTITY NOT ZERO, F OR P MUST BE USED				
C-A:	ENTER "F" IF TOTAL QTY ISSUED; ENTER "P" IF PARTIAL QTY WAS ISSUED				



## S-6.7AD CODE: 3L - REVERSAL OF STORES STOCK NON-REPLENISHMENT

DATA ENTRY FIELDS	AUT DUP	OPT DUF	AUTOMATIC LEFT ZERO FILL	OUTPUT RECORD COLUMNS
( 1) TRANSACTION CODE --EDIT: CODE "3L" -- E-M: INVALID TRANSACTION CODE C-A: ENTER "3L"	X			9-10
( 2) AREA CODE --EDIT: IS CODE VALID FOR INPUT LOCATION? -- E-M: INVALID AREA CODE FOR YOUR LOCATION' C-A: REFER TO LOOK-UP TABLE 0 FOR VALID CODE	X			52-53
! 3) STATION CODE MUST MATCH ONE OF THE STATION CODES LISTED ON LOOK-UP TABLE FOR THE AREA -- E-M: INVALID CODE FOR YOUR LOCATION C-A: REFER TO LOOK-W TABLE.1 FOR VALID STATION CODE FOR AREA BEING PROCESSED	X			104-105
( 4) SELECT/GRANT NUMBER : DATA OR BLANK. IF 1ST COLUMN IS BLANK, THEN REST OF FIELD MUST BE BLANK -- E-M: FIRST COLUMN BLANK, ALL WST BE BLANK C-A: LEAVE BLANK OR ENTER APPROPRIATE DATA		X		26-37
( 5) SUB-STATION CODE --EDIT: MUST MATCH ONE OF THE SUB-STATION CODE ON LOOK-UP TABLE 20. -- E-M: INVALID SUB-STATION CODE C-A: REFER, TO LOOK-W TABLE 20 FOR VALID CODE.	X			71-72

5-6.7AD continued

<u>DATA ENTRY FIELDS</u>	<u>AUT DUP</u>	<u>OPT DUP</u>	<u>AUTOMATIC LEFT ZERO FILL</u>	<u>OUTPUT RECORD COLUMNS</u>
(6) USER CODE --EDIT: MUST MATCH THE USER CODE ON LOOK-UP TABLE 20 FOR THE SUB-STATION. -- E-M: INVALID USER CODE C-A: REFER TO LOOK-UP TABLE 20 FOR VALID USER CODE.	X			68-70
(7) COMMON ACCOUNTING NUMBER (CAN) MUST MATCH THE CAN ON LOOK-UP TABLE 20 FOR THE SUB-STATION AND USER. -- E-M: INVALIDCAN C-A: REFER TO LOOK-UP TABLE 20 FOR VALID CAN.	X			61-67
( 8 ) SUB ACTIVITY CODE MUST MATCH THE SUB-SUB ACTIVITY CODE ON LOOK-UP TABLE 20 FOR THE SUB-STATION AND USER. -- E-M: INVALID CODE C-A: REFER TO LOOK-UP TABLE 20 FOR VALID CODE		X		59-60
(9)VOUCHER NUMBER a. FISCAL YEAR --EDIT: EQUAL TO CURRENT OR PREVIOUS FISCAL YEAR -- E-M: FY MUST BE EQUAL TO CURRENT OR PREVIOUS C-A: ENTER CORRECT FISCAL YEAR	X			1-2
b. CALENDAR MONTH --EDIT: NUMERIC 01-12 -- E-M: CM MUST BE NUMERIC 01-12 C-A: ENTER CORRECT CALENDAR MONTH	X			3-4
c. SERIAL NUMBER --EDIT: NUMERIC, NOT ALL ZEROS -- E-M: VOUCHER SERIAL NUMBER MAY NOT BE ZERO C-A: ENTER CORRECT VOUCHER SERIAL NUMBER	X		X	5-8

## MANAGEMENT SERVICES

### CHAPTER 6 SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.7AD continued

<u>DATA ENTRY FIELDS</u>		AUT DUP	OPT DUP	AUTOMATIC LEFT ZERO <u>FILL</u>	OUTPUT RECORD <u>COLUMNS</u>
(10) INDEX NUMBER				X	46-51
--EDIT:	MUST PASS THE ,MODULUS ELEVEN CHECK DIGIT NUMBERING SYSTEM				
-- E-M:	INVALID INDEX NUMBER				
C-A:	RESEARCH/ENTER CORRECT INDEX NUMBER				
(11) QUANTITY				X	11-16
-- E-M:	NUMERIC DATA, NOT ALL ZEROS QUANTITY MAY NOT BE ZERO				
C-A:	ENTER CORRECT QUANTITY				
(12) REVERSAL VALUE				X	17-24 _
--EDIT:	NUMERIC DATA, NOT ALL ZEROS				
-- E-M:	VALUE MAY NOT BE ZERO				
C-A:	ENTER CORRECT VALUE				

S-6.7AE CODE: 34 - TRANSFER OUT OF UNREQUIRED SUPPLIES  
CODE: 36 TRANSFER OUT OF EXCESS SUPPLIES

<u>DATA ENTRY FIELDS</u>	<u>AUT DUP</u>	<u>OPT DUP</u>	<u>AUTOMATIC LEFT ZERO FILL</u>	<u>OUTPUT RECORD COLUMNS</u>
( 1) TRANSACTION CODE --EDIT: CODE "34" OR "36" -- E-M: INVALID TRANSACTION CODE C-A: ENTER "34" OR "36"	X			9-10
( 2) AREA CODE --EDIT: IS CODE VALID FOR INPUT LOCATION? -- E-M: INVALID AREA CODE FOR YOUR LOCATION C-A: REFER TO LOOK-UP TABLE 0 FOR VALID CODE	X			52-53
( 3) STATION CODE : MUST MATCH ONE OF THE STATION CODES LISTED ON LOOK-Up TABLE 1 FOR THE AREA -- E-M: INVALID CODE FOR YOUR LOCATION C-A: REFER TO LOOK-Up TABLE 1 FOR VALID STATION CODE FOR AREA BEING PROCESSED	X			104-105
( 4) VOUCHER NUMBER a. FISCAL YEAR --EDIT: EQUAL TO CURRENT OR PREVIOUS FISCAL YEAR -- E-M: FY MUST BE EQUAL TO CURRENT OR PREVIOUS C-A: ENTER CORRECT FISCAL YEAR  b. CALENDAR MONTH --EDIT: NUMERIC 01-12 -- E-M: CM MUST BE NUMERIC 01-12 C-A: ENTER CORRECT CALENDAR MONTH	X          X			1-2          3-4

5-6.7AE continued

<u>DATA ENTRY FIELDS</u>		AUT DUP	OPT DUP	AUTOMATIC LEFT ZERO <u>FILL</u>	OUTPUT RECORD. <u>COLUMNS</u>
C.	SERIAL NUMBER --EDIT: NUMERIC, NOT ALL -ZEROS -- E-M: VOUCHER SERIAL NUMBER MAY NOT BE ZERO C-A: ENTER CORRECT VOUCHER SERIAL NUMBER	X		X	5-8
( 5)	INDEX NUMBER : MUST PASS THE MODULUS ELEVEN CHECK DIGIT NUMBERING SYSTEM -- E-M: INVALID INDEX NUMBER C-A: RESEARCH ENTER CORRECT INDEXNUMBER _			X	46-51
( 6)	QUANTITY --EDIT: NUMERIC DATA, NOT ALL ZEROS -- E-M: QUANTITY MUST BE NUMERIC 1-999999 C-A: ENTER CORRECT QUANTITY			X	11-16

5-6.7AF CODE: 3M- REVERSAL OF TRANSFER OUT OF UNREQUIRED STOCK  
CODE: 30 - REVERSAL OF TRANSFER OUT OF EXCESS STOCK

<u>DATA ENTRY FIELDS'</u>	<u>AUT DUP</u>	<u>OPT</u>	<u>AUTOMATIC LEFT ZERO</u>	<u>OUTPUT RECORD COLUMNS</u>
( 1) TRANSACTION CODE CODE "3M' OR "30" a- E-M: INVALID TRANSACTION CODE C-A: ENTER "3M' OR "30"	X			9-10
( 2) AREA CODE --EDIT: IS CODE VALID FOR INPUT LOCATION? -- E-M: INVALID AREA CODE FOR YOUR LOCATION C-A: REFER TO LOOK-UP TABLE 0 FOR VALID CODE	X			52-53
( 3) STATION CODE .MUST MATCH ONE OF THE STATION CODES LISTED ON LOOK-UP TABLE 1 FOR THE AREA -- E-M: INVALID CODE FOR YOUR LOCATION C-A: REFER TO LOOK-UP TABLE 1 FOR VALID STATION CODE FOR AREA BEING PROCESSED	X			104-105
( 4) VOUCHER NUMBER a. FISCAL YEAR --EDIT: EQUAL TO CURRENT OR PREVIOUS FISCAL YEAR -- E-M: FY MUST BE EQUAL TO CURRENT OR PREVIOUS C-A: ENTER CORRECT FISCAL YEAR		X		1-2
b. CALENDAR MONTH --EDIT: NUMERIC 01-12 -- E-M: CM MUST BE NUMERIC 01-12 C-A: ENTER CORRECT CALENDAR MONTH		X		3-4

5-6.7AF continued

<u>DATA ENTRY FIELDS .</u>		AUT DUP	OPT DUP	AUTOMATIC LEFT ZERO <u>FILL</u>	OUTPUT RECORD <u>COLUMNS</u>
c.	SERIAL NUMBER --EDIT: NUMERIC, NOT ALL ZEROS -- E-M: VOUCHERSERIAL NUMBER MAY NOT BE ZERO C-A: ENTER CORRECT VOUCHER SERIAL NUMBER		X	X	5-8
( 5 )	INDEX NUMBER --EDIT: MUST PASS THE MODULUS ELEVEN CHECK DIGIT NUMBERING SYSTEM -- E-M: INVALID INDEX NUMBER C-A: RESEARCH/ENTER CORRECT INDEX NUMBER			X	46-51
( 6 )	QUANTITY --EDIT: NUMERIC DATA, NOT ALL ZEROS -- E-M: QUANTITY MUST BE NUMERIC 1-999999 C-A: ENTER CORRECT QUANTITY			X	11-16
( 7 )	REVERSAL VALUE --EDIT: NUMERIC DATA, NOT ALL ZEROS -- E-M: VALUE MAY NOT BE ZERO C-A: ENTER CORRECT VALUE			X	17-24

## MANAGEMENT SERVICES

CHAPTER 6  
SUPPLY MANAGEMENT - CENTRAL OPERATIONS

## S-6.7AG CODE: 02 - DIRECT ISSUE RECEIPT OF PURCHASED SUPPLIES

<u>DATA ENTRY FIELDS</u>		AUT DUP	OPT DUP	AUTOMATIC LEFT ZERO <u>FILL</u>	OUTPUT RECORD <u>COLUMNS</u>
(1) TRANSACTION CODE		X			9-10
--EDIT:	CODE "02" "1"				
-- E-M:	INVALID TRANSACTION CODE				
C-A:	ENTER "02"				
(21) AREA CODE		X			52-53
--EDIT:	IS CODE VALID FOR INPUT LOCATION?				
-- E-M:	INVALID AREA CODE FOR YOUR LOCATION				
C-A:	REFER TO LOOK-UP TABLE 0 FOR VALID CODE				
( 3 ) STATION CODE		X			104-105
--EDIT:	MUST MATCH ONE OF THE STATION CODES LISTED ON LOOK-UP TABLE 1 FOR THE AREA AND ONE OF THE SUB-STATION CODES ON LOOK-UP TABLE 20.				
-- E-M:	INVALID CODE FOR YOUR LOCATION I				
C-A:	REFER TO LOOK-UP TABLE 1 AND 20 FOR VALID STATION CODE				
( 4 ) PURCHASE ORDER NUMBER			X		97-103
--EDIT:	NUMERIC/ALPHA, NOT ALL ZEROS NOR ALL BLANKS				
-- E-M:	INVALID PURCHASE ORDER NUMBER				
C-A:	ENTER CORRECT PURCHASE ORDER NUMBER				
( 5 ) SOURCE CODE			X		91
--EDIT:	MUST MATCH ONE OF THE SOURCE CODES LISTED ON LOOK-UP TABLE 5				
-- E-M:	INVALID SOURCE CODE				
C-A:	REFER TO LOOK-UP TABLE 5 FOR VALID CODE				



5-6.7AG continued

DATA ENTRY FIELDS	AUT DUP	OPT DUP	AUTOMATIC		OUTPUT RECORD COLUMNS
			LEFT	ZERO FILL	
( 6) ACCOUNT CODE --EDIT: MUST MATCH ONE OF THE ACCOUNT CODES LISTED ON LOOK-UP TABLE 4 -- E-M: INVALID ACCOUNT CODE C-A: REFER TO LOOK-UP TABLE 4 FOR VALID CODE		X			54
( 7) OBJECT SUBOBJECT CODE --EDIT: IS CODE VALID FOR THE ACCOUNT CODE AS LISTED ON LOOK-UP TABLE -- E-M: OBJECT SUBOBJECT NOT VALID FOR ACCT CODE _ C-A: REFER TO LOOK-UP TABLE 4 FOR VALID CODE THAT RELATES TO THE ACCOUNT CODE		X			55-58
( 8) USER CODE --EDIT: MUST MATCH THE USER CODE ON LOOK-UP TABLE 20 FOR THE SUB-STATION -- E-M: INVALID USER CODE C-A: REFER TO LOOK-UP TABLE 20 FOR VALID USER CODE.		X			68-70
( 9). COMMON ACCOUNTING NUMBER (CAN) ; MUST MATCH THE CAN ON LOOK-UP TABLE FOR THE SUB-STATION AND USER. -- E-M: INVALIDCAN C-A: REFER TO LOOK-UP TABLE 20 FOR VALID CAN.		X			61-67
(10) SUB-SUB ACTIVITY CODE ; MUST MATCH THE SUB-SUB ACTIVITY CODE ON LOOK-UP TABLE 20 FOR THE SUB-STATION AND USER. -- E-M: INVALID CODE C-A: REFER TO LOOK-UP TABLE 20 FOR VALID CODE.		X			59-60

5-6.7AG continued

<u>DATA ENTRY FIELDS</u>		AUT DUP	OPT DUP	AUTOMATIC LEFT ZERO <u>FILL</u>	OUTPUT RECORD <u>COLUMNS.</u>
(11)	NUMBERLINE ITEMS --EDIT: NUMERIC DATA, NOT ALL ZEROS -- E-M: LINE ITEMS MAY NOT BE ZERO C-A: ENTER CORRECT NUMBER OF LINE ITEMS			X	11-16
(12)	VALUE --EDIT: NUMERIC DATA, NOT ALL ZEROS -- E-M: VALUE MAY NOT BE ZERO C-A: ENTER CORRECT VALUE			X	17-24
(13)	VOUCHERNUMBER =, FISCAL YEAR --EDIT: EQUAL TO CURRENT OR PREVIOUS FISCAL YEAR -- E-M: FY MUST BE EQUAL TO CURRENT OR PREVIOUS C-A: ENTER CORRECT FISCAL YEAR		X		1-2
b.	CALENDAR MONTH --EDIT: NUMERIC 01-12 -- E-M: CM MUST BE NUMERIC 01-12 C-A: ENTER CORRECT CALENDAR MONTH		X		3-4
c.	SERIAL NUMBER --EDIT: NUMERIC, NOT ALL ZEROS -- E-M: VOUCHER SERIAL NUMBER MAY NOT BE ZERO C-A: ENTER CORRECT VOUCHER SERIAL NUMBER		X	X	5-8

5-6.7AH CODE: OK - REVERSAL OF DIRECT ISSUE RECEIPT OF PURCHASED SUPPLIES  
CODE: OM - REVERSAL OF DIRECT ISSUE RECEIPT OF UNREQUIRED SUPPLIES  
CODE: ON - REVERSAL OF DIRECT ISSUE RECEIPT OF DONATED SUPPLIES  
CODE: OO - REVERSAL OF DIRECT ISSUE RECEIPT OF EXCESS SUPPLIES

<u>DATA ENTRY FIELDS</u>		<u>AUT DUP</u>	<u>OPT DUP</u>	<u>AUTOMATIC OUTPUT LEFT ZERO RECORD FILL COLUMNS</u>
( 1 ) TRANSACTION CODE		X		9-10
--EDIT: CODE "OK", "OM", "ON", OR "OO"				
-- E-M: INVALID TRANSACTION CODE				
C-A: ENTER "OK", "OM", "ON", OR "OO"				
( 2 ) AREA CODE		X		52-53
--EDIT: IS CODE VALID FOR INPUT LOCATION?				
-- E-M: INVALID AREA CODE FOR YOUR LOCATION				
C-A: REFER TO LOOK-UP TABLE 0 FOR VALID CODE'				
3) STATION CODE		X		104-105
--EDIT: MUST MATCH ONE OF THE STATION CODES LISTED ON LOOK-UP TABLE 1 FOR THE AREA AND ONE OF THE SUB-STATION CODES ON LOOK-UP TABLE 20.				
-- E-M: INVALID CODE FOR YOUR LOCATION				
C-A: REFER TO LOCK-UP TABLE 1 AND 20 FOR VALID STATION CODE				
( 4 ) SOURCE CODE			X	91
--EDIT: MUST MATCH ONE OF THE SOURCE CODES LISTED ON LOOK-UP TABLE 5				
- - E-M: INVALID SOURCE CODE				
C-A: REFER TO LOOK-UP TABLE 5 FOR VALID CODE				
( 5 ) ACCOUNT CODE			X	54
--EDIT: MUST MATCH ONE OF THE ACCOUNT CODES LISTED ON LOOK-UP TABLE 4				
-- E-M: INVALID ACCOUNT CODE				
C-A: REFER TO LOOK-UP TABLE 4 FOR VALID CODE				

5-6.7AH continued

<u>DATA ENTRY FIELDS</u>		<u>AUT DUP</u>	<u>OPT DUP</u>	<u>AUTOMATIC LEFT ZERO FILL</u>	<u>OUTPUT RECORD COLUMNS</u>
( 6 )	<b>OBJECT</b> SUBOBJECT CODE IS CODE VALID FOR THE ACCOUNT CODE AS LISTED ON LOOK-UP TABLE 4 -- E-M: OBJECT SUBOBJECT NOT VALID FOR ACCT CODE C-A: REFER TO LOOK-UP TABLE 4 FOR VALID CODE THAT RELATES TO THE ACCOUNT CODE		X		55-58
( 7 )	<b>USER CODE</b> --EDIT: MUST WATCH THE USER CODE ON LOOK-UP TABLE 20 FOR THE SUB-STATION. -- E-M: INVALID USER CODE C-A: REFER TO LOOK-UP TABLE 20 FOR VALID USER CODE.		X		68-70
( 8 )	<b>COMMON ACCOUNTING NUMBER (CAN)</b> MUST MATCH THE CAN ON LOOK-UP TABLE 20 FOR THE SUB-STATION AND USER. -- E-M: INVALIDCAN C-A: REFER TO LOOK-UP TABLE 20 FOR VALID CAN.		X		61-67
( 9 )	<b>SUB ACTIVITY CODE</b> MUST MATCH THE SUB-SUB ACTIVITY CODE ON LOOK-UP TABLE 20 FOR THE SUB-STATION AND USER. -- E-M: INVALID CODE <b>C-A:</b> REFER TO LOOK-UP TABLE 20 FOR VALID CODE.		X		59-60
(10)	<b>NUMBER LINE ITEMS</b> NUMERIC DATA, NOT ALL ZEROS -- E-M: LINE ITEMS MAY NOT BE ZERO C-A: ENTER CORRECT NUMBER OF LINE ITEMS			X	11-16

# MANAGEMENT SERVICES

## CHAPTER 6 SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.7AH continued

<u>DATA ENTRY FIELDS</u>		AUT DUP	OPT DUP	AUTOMATIC LEFT ZERO <u>FILL</u>	OUTPUT- RECORD <u>COLUMNS</u>
(11)	VALUE --EDIT: NUMERIC DATA, NOT ALL ZEROS -- E-M: VALUE MAY NOT .BE ZERO C-A: ENTER CORRECT VALUE			X	17-24
(12)	VOUCHER NUMBER				
a.	FISCALYEAR --EDIT: EQUAL TO CURRENT OR PREVIOUS FISCAL YEAR es E-M: ,FY MUST BE EQUAL TO CURRENT OR PREVIOUS C-A: ENTER CORRECT FISCAL YEAR		X		1-2
b.	CALENDAR MONTH --EDIT: NUMERIC 01-12 -^ E-M: CM MUST BE NUMERIC 01-12 C-A: ENTER CORRECT CALENDAR MONTH		X		3-4
c.	SERIAL NUMBER --EDIT: NUMERIC, NOT ALL ZEROS -- E-M: VOUCHER SERIAL NUMBER MAY NOT BE ZERO C-A: ENTER CORRECT VOUCHER SERIAL NUMBER		X	X	S-8

# MANAGEMENT SERVICES

## CHAPTER 6

### SUPPLY, MANAGEMENT - CENTRAL OPERATIONS

5-6.7AI CODE: 04 - DIRECT ISSUE RECEIPT OF UNREQUIRED SUPPLIES  
 CODE 05 DIRECT ISSUE RECEIPT OF DONATED SUPPLIES  
 CODE: 06 - DIRECT ISSUE RECEIPT OF EXCESS SUPPLIES

DATA ENTRY FIELDS	AUT DUP	OPT DUP	AUTOMATIC LEFT ZERO FILL	OUTPUT RECORD - COLUMNS
( 1) TRANSACTION CODE . CODE "04", "05" OR "06" -- E-M: INVALID TRANSACTION CODE C-A: ENTER "04", "05", OR "06"	X			9-10
( 2) AREA CODE --EDIT: IS CODE VALID FOR INPUT LOCATION? -- E-M: INVALID AREA CODE FOR YOUR LOCATION C-A: REFER TO LOOK-UP TABLE 0 FOR VALID CODE	X			52-53
( 3) STATION CODE : MUST MATCH ONE OF THE STATION CODES LISTED ON LOOK-UP TABLE 1 FOR THE AREA AND ONE OF THE SUB-STATION CODES ON LOOK-UP TABLE 20. -- E-M: INVALID CODE FOR YOUR LOCATION C-A: REFER TO LOOK-UP TABLES 1 AND 20 FOR VALID STATION CODE	X			104-1q5
( 4) PURCHASE ORDER NUMBER --EDIT: BLANK OR NUMERIC/ALPHA, NOT ALL ZEROS -- E-M: INVALID PURCHASE ORDER NUMBER C-A: ENTER CORRECT PURCHASE ORDER NUMBER OR LEAVE BLANK		X		97-103
( 5) SOURCE CODE --EDIT: MUST MATCH ONE OF THE SOURCE CODES LISTED ON LOOK-UP TABLE 5 -- E-M: INVALID SOURCE CODE C-A: REFER TO LOOK-UP TABLE 5 FOR VALID CODE		X		91

5-6.7AI continued

<u>DATA ENTRY FIELDS</u>		AUT DUP	OPT DUP	AUTOMATIC LEFT ZERO <u>FILL</u>	OUTPUT RECORD <u>COLUMNS</u>
( 6 ) ACCOUNT CODE	MUST MATCH ONE OF THE ACCOUNT CODES LISTED ON LOOK-UP TABLE 4		X		54
-- E-M:	INVALID ACCOUNT CODE				
C-A:	REFER TO LOOK-UP TABLE 4 FOR VALID CODE				
( 7 ) OBJECT SUBOBJECT CODE	IS CODE VALID FOR THE ACCOUNT CODE AS LISTED ON LOOK-UP TABLE 4		.X		55-58
-- E-M:	OBJECT SUBOBJECT NOT VALID FOR ACCT CODE				
C-A:	REFER TO LOOK-UP TABLE 4 FOR VALID CODE THAT RELATES TO THE ACCOUNT CODE				
( 8 ) USER CODE			X		68-70
--EDIT:	MUST BATCH THE USER CODE ON LOOK-UP TABLE 20 FOR THE SUB-STATION.				
-- E-M:	INVALID USER CODE				
C-A:	REFER TO LOOK-UP TABLE 20 FOR VALID USER CODE.				
( 9 ) COMMON ACCOUNTING NUMBER (CAN)	MUST MATCH THE CAN ON LOOK-UP TABLE 20 FOR THE SUB-STATION AND USER.		X		61-67
-- E-M:	INVALID CAN				
C-A:	REFER TO LOOK-UP TABLE 20 FOR VALID CAN.				
(10) SUB-SUB ACTIVITY CODE			X		W-60
--EDIT:	MUST MATCH THE SUB-SUB ACTIVITY CODE ON LOOK-UP TABLE 20 FOR THE SUB-STATION AND USER.				
-- E-M:	INVALID CODE .				
C-A:	REFER TO LOOK-UP TABLE 20 FOR VALID CODE.				

MANAGEMENT SERVICES

CHAPTER 6  
SUPPLY MANAGEMENT CENTRAL OPERATIONS

S-6.7AI continued

<u>DATA ENTRY FIELDS</u>		AUT DUP	OPT DUP	AUTOMATIC -LEFT ZERO FILL	OUTPUT RECORD COLUMNS
(11) NUMBER LINE ITEMS				x	11-16
--EDIT:	NUMERIC DATA, NOT ALL ZEROS				
-- E-M:	LINE ITEMS MAY NOT BE ZERO				
C-A:	ENTER CORRECT NUMBER OF LINE ITEMS				
(12) VALUE				X	17-24
--EDIT:	NUMERIC DATA, NOT ALL ZEROS				
-- E-M:	VALUE MAY NOT BE ZERO				
C-A:	ENTER CORRECT VALUE				
(13) VOUCHER NUMBER					
a. FISCALYEAR			X		1-2
--EDIT:	EQUAL TO CURRENT OR PREVIOUS FISCAL YEAR				
-- E-M:	FY MUST BE EQUAL TO CURRENT OR PREVIOUS				
C-A:	ENTER CORRECT FISCAL YEAR				
b. CALENDAR MONTH			X		3-4
--EDIT:	NUMERIC 01-12 .				
-- E-M:	CM MUST BE NUMERIC 01-12				
C-A:	ENTER CORRECT CALENDAR MONTH				
c. SERIAL NUMBER			X		S-8
--EDIT:	NUMERIC, NOT ALL ZEROS				
-- E-M:	VOUCHER SERIAL NUMBER MAY NOT BE ZERO				
C-A:	ENTER CORRECT VOUCHER SERIAL NUMBER				



5-6.7AJ CODE: 35 - CANCEL PENDING BACK ORDER

<u>DATA ENTRY FIELDS</u>	<u>AUT DUP</u>	<u>OPT DUP</u>	<u>AUTOMATIC LEFT ZERO FILL</u>	<u>OUTPUT RECORD COLUMNS</u>
( 1) TRANSACTION CODE -- EDIT: CODE "35" -- E-M: INVALID TRANSACTION CODE C-A: ENTER "35"	X			9-10
( 2). AREA CODE -- EDIT: IS CODE VALID FOR INPUT LOCATION -- E-M: INVALID CODE FOR YOUR LOCATION	X			52-53
( 3) STATION CODE -- EDIT: MUST MATCH ONE OF THE STATION CODES LISTED ON LOOK-UP TABLE 1 FOR THE AREA. -- E-M: INVALID CODE FOR YOUR LOCATION C-A: REFER TO LOOK UP TABLE 1 FOR VALID STATION CODE.	X			104-105
( 4) SUB-STATION CODE -- EDIT: MUST MATCH ONE OF THE STATION CODES LISTED ON LOOK-UP TABLE 20. -- E-M: INVALID CODE C-A: REFER TO LOOK UP TABLE 20 FOR VALID CODE.		X		71-72
( 5) USER CODE -- EDIT: MUST MATCH ONE OF THE USER CODES ON LOOK-UP TABLE 20 FOR THE SUB-STATION. -- E-M: INVALID USER CODE C-A: REFER TO LOOK UP TABLE 20 FOR VALID CODE.		X		68-70
( 6) INDEX NUMBER -- EDIT: MUST PASS THE MODULUS ELEVEN CHECK DIGIT NUMBERING SYSTEM. -- E-M: INVALID INDEX NUMBER C-A: RESEARCH/ENTER CORRECT INDEX NUMBER			X	46-51

## TABLE OF CONTENTS

### PART 5 - MANAGEMENT SERVICES

#### CHAPTER 6 - SUPPLY MANAGEMENT - CENTRAL OPERATIONS

#### SECTION 8 - COMPUTER EDITS AND UPDATES - SUPPLY DATA BASE MASTER

	<u>SUB SECTION</u>
Computer Sequence of Processing Input Transactions - - - - -	5-6.8A
Computer Edit and Processing of Input Transactions:	
Establish Area Master - Code 4 A - - - - -	<b>5-6.8B(1)</b>
Change to Area Master - Code 4 C - - - - -	<b>5-6.8B(2)</b>
Delete Area Master - Code 4 D - - - - -	<b>5-6.8B(3)</b>
Establish Station Master - Code 5 A - - - - -	<b>5-6.8B(4)</b>
Change to Station Master 5 C - - - - -	<b>5-6.8B(5)</b>
Delete Station Master: user level Change/delete/Establish - Code 5B - - - - -	5-6.8B(7a)
Establish Due In - - - - -	5-6.8B(7)
Due In of Purchased Supplies - Code 12	
Due In of Unrequired Supplies - Code 14	
Due In of Donated Supplies - Code 15	
Due In of Excess Supplies - Code 16	
Reversal of Due In - - - - -	5-6.8B(8)
Reversal of Due In of Purchased Supplies - Code 1K	
Reversal of Due In Unrequired Supplies - Code 1M	
Reversal of Due In Donated Supplies - Code 1N	
Reversal of Due In Excess Supplies - Code 1O	
Stores Stock Receipt (Debits) - - - - -	5-6.8B(9)
Receipt of Purchased Supplies - Code 22	
Receipt of Unrequired Supplies - Code 24	
Receipt of Donated Supplies - Code 25	
Receipt of Excess Supplies - Code 26	

---

TABLE OF CONTENTS

---

5-6.8 continued

	<u>SUB SECTION</u>
Reversal of Stores Stock Receipt (Credits) -----	5-6.8B(10)
Reversal of Purchased Supplies - Code 2K	
Reversal of Unrequired Supplies - Code 2M	
Reversal of Donated Supplies - Code 2N	
Reversal of Excess Supplies - Code 20	
Stores Stock Issue (Credit) -----	5-6.8B(13)
Routine Replenishment Issue - Code 32	
Non-Replenishment Issue - code 33	
Transfer of Unrequired Supplies - Code 34	
Transfer of Excess Supplies - Code 36 -	
Reversal of Stores Stock Issue (Debit) -----	5-6.8B(12)
Reversal of Replenishment Issue - Code 3K	
Reversal of Non-Replenishment Issue - Code 3L	
Reversal of Transfer of Unrequired Supplies - Code 3M	..
Reversal of Transfer of Excess Supplies -----	5-6-8B(13)
Inventory Adjustment -----	
Inventory Adjustment - Debit - Code 27	
Inventory Adjustment - Credit - Code 37	
Reversal of Inventory Adjustment -----	5-6.8B(14)
Reversal of Inventory Debit Adjustment - Credit - Code 2P	
Reversal of Inventory Credit Adjustment - Debit - Code 3P	
Back Order Issue - Code 31	5-6,8B(15)
Cancel Back Order Issue - Code 35	5-6.8(16)
Direct Issue Receipt (Debit) -----	5-6.8B(17)
Receipt of Purchased Supplies " - Code 02	
Receipt of Unrequired Supplies - Code 04	
Receipt of Donated Supplies -Code 05 -	
Receipt of Excess Supplies - Code 06	

---

TABLE OF CONTENTS

---

5-6.8 continued

	<u>SUB SECTION</u>
Reversal of Direct Issue Receipt (Credit) - - - - -	5-6.8B(18)
Reversal of Purchased Supplies - code OK	
Reversal of Unrequired Supplies - Code OM	
Reversal of Donated Supplies - Code ON	
Reversal of Excess Supplies - Code 00	
Record Layout - Supply Master Record - - - - -	5-6.8C
Update of Supply Master Record - - - - -	5-6.8D
Record Layouts - Auxiliary Supply Files - - - - -	5-6.8E
Update of Pending Back Order Issue File - - - - -	5-6.8F
Update of Year-To-Date Issue Data File FY-XX - - - - -	5-6.8G
Update of Local Stock Issue Book Master - - - - -	5-6.8H
Record Conversion for Transmittal to DPSC - - - - -	5-6.8I
Local History Records File - - - - -	5-6.8J
CRT Review of Supply Master Record - - - - -	5-6.8K

5-6.8 COMPUTER EDITS AND UPDATES5-6.8A COMPUTER SEQUENCE OF PROCESSING INPUT TRANSACTIONS

<u>COMPUTER SEQUENCE</u>	<u>TRANSACTION CODE</u>	
1ST	4A	ADD/ESTABLISH AREA NEW ITEM
2ND	4c	CHANGE OF NONRESTRICTED AREA DATA
3RD	SA	ADD/ESTABLISH STATION NEW ITEM
4TH	12, 14-16	ESTABLISH DUE IN
5TH	22, 24-26	STORES STOCK RECEIPTS(DEBITS)
6TH	27	DEBIT INVENTORY ADJUSTMENT (DEBIT) .
7TH	3P	REVERSAL OF CREDIT INVENTORY ADJUSTMENT
8TH	3K-30	REVERSAL OF STORE ROOM ISSUE (DEBIT)
9TH	1K, 1M-10	CANCEL DUE INS
10TH	2K, 2M-20	REVERSAL OF SHOW ROOM RECEIPT (CREDIT)
11TH	2P	REVERSAL OF DEBIT INVENTORY ADJUSTMENT(CREDIT)
12TH.	37	CREDIT INVENTORY ADJUSTMENT (CREDIT)
13TH	35	CANCEL PENDING BACK ORDER - DUE OUT ISSUE TRANSACTION
14TH	33-36	STORES STOCK ISSUE (ALSOQUANTITY SEQUENCE) (CREDIT)
15TH	32	<b>STORE</b> STOCK ISSUE THAT HAS BEEN ISSUED
16TH	3 1	ISSUE OF BACK ORDER RELEASE (ALSO VOUCHER NUMBER SEQUENCE)(CREDIT)
17TH	32	PRE-POSTED STORES STOCK ISSUE
18TH	5C	CHANGE OF NONRESTRICTED STATION, DATA
19TH	5D	DELETE STATION MASTER RECORD -
20TH	4 D	DELETE AREA MASTER RRECORD
21ST	- 5B	USER CHANGE/DELETE/ESTABLISH

## MANAGEMENT SERVICES

### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

#### 5-6.8B COMPUTER EDIT AND PROCESSING OF INPUT TRANSACTIONS

##### ( 1) ESTABLISH AREA MASTER - TRANSACTION CODE 4A

TRANSACTIONS THAT DO NOT PASS THE EDIT CRITERIA OUTLINED BELOW WILL BE REJECTED AND LISTED ON REPORT NO. 6, INVALID/REJECTED AREA MASTER RECORD TRANSACTIONS. COMPARE INPUT TRANSACTION TO SUPPLY DATA BASE MUTER ON INDEX NUMBER AND AREA CODE, IF THERE IS A MATCH, REJECT THE INPUT TRANSACTION AND LIST ON REPORT NO. 6 AS -AREA MASTER ON FILE".

a. DATE -. DATE ITEM ESTABLISHED, FISCAL YEAR AND CALENDAR MONTH.

(1) FISCAL YEAR - COLUMNS 1-2: NUMERIC. MUST BE EQUAL TO THE CURRENT OR PREVIOUS FISCAL YEAR.

(2) CALENDAR MONTH COLUMNS 3-4: NUMERIC 01-12.

COLUMNS 5-8: BLANK

b. TRANSACTION CODE - COLUMNS 9-10: CODE 4A.

c. DESCRIPTION 1ST 30 DIGITS - COLUMNS 11-40: ALPHA AND/OR NUMERIC DATA. FIRST COLUMN MUST BE ALPHA A-Z.

d. UNIT OF ISSUE - COLUMNS 41-42: AREA UNIT OF ISSUE AND MUST BE ALPHA A-Z.

COLUMNS 43-45: BLANK

e. INDEX NUMBER - COLUMNS 46-51: NUMERIC. MUST PASS THE MODULUS 11 CHECK DIGIT CALCULATION.

f. AREA CODE - COLUMNS 52-53: NUMERIC. VALID AREA CODE AND MUST MATCH ONE OF THE AREA CODES CONTAINED ON LOOK-UP TABLE - NO. 1.

fiit, ACCOUNT CODE - COLUMN 54: NUMERIC MUST MATCH ONE OF THE VALID ACCOUNT CODES CONTAINED ON LOOK - UP TABLE-- NO 3.

5-6.8B(1) continued

- h. OBJECT/SUBOBJECT CODE - COLUMNS 55-58: ALPHA/NUMERIC: MUST MATCH ONE OF THE OBJECT/SUBOBJECT ~~CODES CONTAINED ON~~ LOOK-UP TABLE NO. 3 FOR THE ACCOUNT CODE CONTAINED IN COLUMN 54.
- i. CATEGORY CODE - COLUMN 59: MUST MATCH ONE OF THE CODES ON LOOK-UP TABLE NO. 7.
- 5 NATIONAL STOCK NUMBER COLUMNS 60-73: COLUMNS 60-63 MUST BE NUMERIC DATA NOT ALL ZEROS  
~~CO~~ COLUMNS 64- 72 - NUMERIC OR BLANK NOT ALL ZEROS. COLUMN 73, ALPHA OR BLANK; IF ALPHA THEN COLUMNS 64-72 MUST BE NUMERIC. '
- k. DESCRIPTION 2ND 30 DIGITS - COLUMNS 74-103: VALID CHARACTERS OR BLANK.

COLUMNS 104-105: BLANK

ESTABLISH SUPPLY DATA EASE MASTER BASED ON ACCEPTABLE INPUT TRANSACTIONS. LIST COUNT OF TRANSACTIONS ON REPORT NO. 1.

5-6.8B continued

( 2) CHANGE OF NONRESTRICTED AREA DATA - TRANSACTION CODE 4C

TRANSACTIONS THAT DO NOT PASS THE EDIT CRITERIA OUTLINED BELOW WILL BE REJECTED AND LISTED ON REPORT NO. 6, INVALID/REJECTED AREA MASTER RECORD TRANSACTIONS. COMPARE INPUT TRANSACTION TO SUPPLY DATA BASE MASTER ON INDEX NUMBER AND AREA CODE. IF NO MATCH, REJECT THE INPUT TRANSACTION AND LIST ON REPORT NO. 6 AS "NO MASTER ON FILE".

a. DATE - FISCAL YEAR AND CALENDAR MONTH THE CHANGE IS PROCESSED.

- (1) FISCAL YEAR - COLUMNS 1-2: NUMERIC MUST BE EQUAL TO THE CURRENT OR PREVIOUS FISCAL YEAR,
- (2) CALENDAR MONTH COLUMNS 3-4: NUMERIC 01-12.

COLUMNS 5-8: BLANK

b. TRANSACTION CODE - COLUMNS 9-10: CODE 4C

c. DESCRIPTION 1ST 30 DIGITS - COLUMNS 11-40: BLANK, ALPHA AND/OR NUMERIC DATA. IF ALPHA AND/OR NUMERIC DATA, FIRST COLUMN MUST BE ALPHA A-Z

d. UNIT OF ISSUE - COLUMNS 41-42: BLANK OR ALPHA A-Z.

COLUMNS 43-45: BLANK

e. INDEX NUMBER - COLUMNS 46-51: NUMERIC. MUST PASS THE MODULUS 11 CHECK DIGIT CALCULATION.

f. AREA CODE - COLUMNS 52-53: NUMERIC. MUST MATCH ONE OF THE AREA CODES CONTAINED ON LOOK-UP TABLE NO. 1.

g. ACCOUNT CODE - COLUMN 54: BLANK OR NUMERIC. IF NUMERIC, MUST MATCH ONE OF THE ACCOUNT CODES ~~CONTAINED~~ ON LOOK-UP TABLE NO. 3 AND THERE MUST BE A VALID OBJECT/SUBOBJECT CODE IN COLUMNS 55-58.



5-6.8B continued

- h, OBJECT/SUBOBJECT CODE - COLUMNS 55-58: BLANK OR ALPHA /NUMERIC. IF ALPHA/NUMERIC MUST MATCH ONE OF THE OBJECT/SUBOBJECT CODES CONTAINED ON LOOK-UP TABLE NO. 3 FOR THE ACCOUNT CODE CONTAINED IN COLUMN 54.
- i. CATEGORY CODE - COLUMNS 59: BLANK OR ALPHA. IF ALPHA, MUST MATCH ONE OF THE CODES ON LOOK-UP TABLE NO. 7.
- j- NATIONAL STOCK NUMBER - COLUMNS 60-73: BLANK OR DATA AS FOLLOWS: IF DATA, COLUMNS 60-63 MUST BE NUMERIC AND NOT ALL ZEROS COLUMNS 64-72 MAY BE NUMERIC OR BLANK AND NOT ALL ZEROS; COLUMN 73 MAY BE ALPHA A-Z OR BLANK; IF ALPHA THEN COLUMNS 64-72 MUST BE NUMERIC.
- k. DESCRIPTION 2ND 30 DIGITS - COLUMNS 74-103: BLANK OR VALID CHARACTERS. IF VALID CHARACTERS ~~THEN THERE~~ MUST BE DATA IN THE 1ST 30 DIGITS OF DESCRIPTION,  
COLUMNS 104-105: BLANK

UPDATE SUPPLY DATA BASE MASTER BASED ON INDEX NUMBER AND AREA CODE MATCH WITH THE APPROPRIATE DATA CONTAINED IN THE INPUT TRANSACTION. LIST THE ACCEPTABLE 4C INPUT TRANSACTIONS ON REPORT NO. 8, AREA MASTER RECORD CHANGES/DELETES, AND COUNT OF TRANSACTIONS ON REPORT NO. 1.

5-6.8B continued

( 3) DELETE AREA MASTER RECORD - TRANSACTION CODE 4D

TRANSACTIONS THAT DO NOT PASS THE EDIT CRITERIA OUTLINED BELOW WILL BE REJECTED AND LISTED ON REPORT NO. 6, INVALID/REJECTED AREA MASTER RECORD TRANSACTIONS. COMPARE INPUT TRANSACTION TO SUPPLY DATA BASE MASTER ON INDEX NUMBER AND AREA CODE. IF NO MATCH, REJECT THE INPUT TRANSACTION AND LIST ON REPORT NO. 6 AS "NO RECORD ON FILE". IF THERE IS A STATION MASTER ON FILE, REJECT THE INPUT TRANSACTION AND LIST ON REPORT NO. 6 AS "STATION MASTER ON FILE".

a. DATE - FISCAL YEAR AND CALENDAR MONTH THE DELETE IS PROCESSED(1) FISCAL YEAR - COLUMNS 1-2: NUMERIC. MUST BE EQUAL TO THE CURRENT OR PREVIOUS FISCAL YEAR.(2) CALENDAR MONTH - COLUMNS 3-4: NUMERIC 01-12.COLUMNS 5-8: BLANKb. TRANSACTION CODE - COLUMNS 9-10: CODE 4DCOLUMNS 11-45: BLANKc. INDEX NUMBER - COLUMNS 46-51: NUMERIC. MUST PASS THE MODULUS 11 CHECK DIGIT CALCULATION.d. AREA CODE - COLUMNS 52-53: NUMERIC. VALID AREA CODE AND MUST MATCH ONE OF THE AREA CODES  
~~CONTAINED~~ ON LOOK-UP NO. 1.COLUMNS 54-105: BLANK

BASED ON ACCEPTABLE 4D INPUT TRANSACTION, DELETE SUPPLY DATA BASE MASTER. LIST THE ACCEPTABLE 4D INPUT TRANSACTIONS ON REPORT NO, 8, AREA MASTER RECORD CHANGES/DELETES, AND COUNT OF TRANSACTIONS ON REPORT NO. 1.

## SUPPLY MANAGEMENT -CENTRAL OPERATIONS

5-6.8B continued

(4) ESTABLISH STATION MASTER - TRANSACTION CODE 5A

TRANSACTIONS THAT DO NOT PASS THE EDIT CRITERIA OUTLINED BELOW WILL BE REJECTED AND LISTED ON REPORT NO. 7, INVALID/REJECTED STATION MASTER RECORD TRANSACTIONS. COMPARE INPUT TRANSACTION TO AREA SUPPLY DATA BASE MASTER ON INDEX NUMBER AND AREA CODE, IF NO MATCH, REJECT AND LIST ON REPORT NO. 7 AS "NO AREA MASTER ON FILE". COMPARE INPUT TRANSACTION TO SUPPLY DATA BASE MASTER ON INDEX NUMBER, AREA CODE AND STATION CODE, IF THERE IS A MATCH, REJECT THE INPUT TRANSACTION AND LIST ON REPORT NO. 7 AS MASTER ON FILE".

a. DATE - FISCAL YEAR AND CALENDAR MONTH THE ITEM IS ESTABLISHED.

- (1) FISCAL YEAR - COLUMNS 1-2: NUMERIC. MUST BE EQUAL TO THE CURRENT OR PREVIOUS FISCAL YEAR.
- (2) CALENDAR MONTH - COLUMNS 3-4: NUMERIC 01-12.

COLUMNS 5-8: BLANK

b. TRANSACTION CODE - COLUMNS 9-10: CODE 5A.

.. STORAGE LOCATION CODE - COLUMN 11: BLANK OR VALID CODE. REFER TO LOOK-UP TABLE NO. 10,  
SECTION 5-6.5J, FOR VALID CODE

d. REVIEW POINT QUANTITY - COLUMNS 12-16: NUMERIC 0-99999 IF EQ TYPE CODE IS "P" OR "Y".  
NUMERIC 1-99999 FOR ALL OTHER EQ TYPES CODES.

COLUMNS 17-18: BLANK

e. UNIT COST - COLUMNS 19-24: NUMERIC, 000001-999999. DOLLARS - COLUMNS 19-22; CENTS- COLUMNS 23-24.f. EQ TYPE CODE - COLUMN 25: ALPHA CODE A, B, C, D, F, P, OR Y. IF EQ TYPE CODE IS "B" THERE MUST BE A QUANTITY MODIFIER IN COLUMNS 32-35. IF EQ TYPE CODE IS "C" THERE MUST BE A MONTHS OF SUPPLY MODIFIER IN COLUMNS 28-29. IF EQ TYPE CODE IS "D" "Q" OR "Y" THERE MUST BE AN ACTION MONTH(S) MODIFIER IN COLUMN 38-42.

5-6.8B continued

COLUMNS 26-27: BLANK

- g. EQQ MODIFIER MONTHS - COLUMNS 28-29: NUMERIC DATA, NOT ALL ZEROS FOR ITEMS WITH EQQ TYPE CODE "C" IN COLUMN 25. BLANK FOR ALL OTHER EQQ TYPE CODES.

COLUMNS 30-31: BLANK

- h. EQQ MODIFIER QUANTITY - COLUMNS 32-35 NUMERIC DATA, NOT ALL ZEROS, FOR ITEMS WITH EQQ TYPE CODE 'B' IN COLUMN 25. BLANK FOR ALL OTHER EQQ TYPE CODES.

COLMNS 36-37: BLANK

- i. EQQ ACTION MONTH(S) MODIFIER - COLUMNS 38-42: ITEMS WITH EQQ TYPE CODE "D", "Q" OR "Y" IN COLUMN 25 REQUIRE AN ACTION MONTH(S) MODIFIER AS FOLLOWS:

COLUMN 38, 1ST QUARTER - BLANK OR NUMERIC 1-3.

COLUMN 39, 2ND QUARTER - BLANK OR NUMERIC 4-6.

COLUMN 40, 3RD QUARTER - BLANK OR NUMERIC 7-9.

COLUMN 41-42, 4TH QUARTER - BLANK OR NUMERIC 10-12.

THERE MUST BE AT LEAST ONE (1) ACTION MONTH MODIFIER FOR ITEMS WITH EQQ TYPE CODE, 'D', 'Q' OR 'Y'. THERE CANNOT BE MORE THAN ONE(1)ACTION MONTH PER QUARTER. BLANK FOR ALL OTHER EQQ TYPE CODES.

COLUMNS 43-45: BLANK

- j. INDEX NUMBER - COLUMNS 46-51: NUMERIC. MUST PASS THE MODULUS 11 CHECK DIGIT CALCULATION.

- k. AREA CODE - COLUMNS 52-53: NUMERIC. VALID AREA CODE AND MUST MATCH ONE OF THE AREA CODES ~~CONTAINED~~ ON LOOK-UP TABLE NO. 1, SECTION 5-6.5B.

COLUMNS 54-59: BLANK

## MANAGEMENT SERVICES

### CHAPTER 6

#### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

##### 5-6.8B continued

1. ORDER NUMBER - COLUMNS 60-73: BLANK OR DATA AS FOLLOWS: IF COLUMN 60 CONTAINS AN "M" (M INDICATES A VENDOR ORDER NUMBER), ANY DATA IS ACCEPTABLE IN COLUMNS 61-73. IF COLUMN 60 IS NUMERIC 2-9, THEN COLUMNS 61-72 MUST ALSO BE NUMERIC, NOT ALL ZEROS, AND COLUMN 73 MUST BE ALPHA OR BLANK (NUMERIC IN COLUMN 60 INDICATES A NATIONAL STOCK NUMBER).
- In. VENDOR NAME - COLUMNS 74-88: BLANK OR ALPHA/NUMERIC. IF COLUMN 74 IS BLANK, THEN COLUMNS 75-88 MUST ALSO BE BLANK  
COLUMNS 89-90: BLANK
- n. SOURCE CODE-- COLUMN 91: NUMERIC OR ALPHA. MUST MATCH ONE OF THE SOURCE CODES CONTAINED ON LOOK-UP TABLE NO. 5.
- o. LEAD TIME MONTHS - COLUMNS 92-93: COLUMN 92 NUMERIC 1-9; COLUMN 93 NUMERIC 0 OR 5.
- p. SOURCE UNIT OF ISSUE - COLUMNS 94-95: BLANK OR ALPHA DIGITS A-Z.
- Q. STANDARD PACK QUANTITY - COLUMNS 96-100: BLANK OR NUMERIC, NOT ALL ZEROS
- r. COLUMNS 101-103: BLANK
- s. STATION CODE - COLUMNS 104-105: NUMERIC OR PL. VALID STATION CODE AND MUST MATCH ONE OF THE STATION CODES ON LOOK-UP TABLE NO. 1 FOR THE AREA.

ESTABLISH STATION SUPPLY DATA BASE MASTER BASED ON ACCEPTABLE INPUT TRANSACTION. LIST ACCEPTABLE TRANSACTIONS ON REPORT NO. 11, STORES STOCK TRANSACTION REGISTER, AND COUNT OF TRANCTIONS ON REPORT NO. 1.

5-6.8B continued

( 5) CHANGE TO STATION MASTER - TRANSACTION CODE 5C

TRANSACTIONS THAT DO NOT PASS THE EDIT CRITERIA OUTLINED BELOW WILL BE REJECTED AND LISTED ON REPORT NO. 7, INVALID/REJECTED STATION RECORD TRANSACTIONS. COMPARE INPUT TRANSACTION TO SUPPLY DATA BASE MASTER ON INDEX NUMBER, AREA CODE AND STATION CODE, IF NO MATCH, REJECT THE INPUT TRANSACTION AND LIST ON REPORT NO. 7 AS "NO MASTER ON FILE.

a. DATE - FISCAL YEAR AND CALENDAR MONTH THE CHANGE IS PROCESSED.

[;; FISCAL YEAR - COLUMNS 1-2: NUMERIC. MUST BE EQUAL TO THE CURRENT OR PREVIOUS, FISCAL YEAR.  
CALENDAR MONTH COLUMNS 3-4: NUMERIC 01-12.

COLUMNS 5-8: BLANK

b. TRANSACTION CODE - COLUMNS 9-10: CODE 5C

c. STORAGE LOCATION CODE - COLUMN 11: BLANK OR VALID CODE. REFER TO LOOK-UP TABLE NO. 10 FOR VALID CODES.

d. REVIEW POINT QUANTITY - COLUMNS 12-16: BLANK OR NUMERIC 0-99999 FOR EQ TYPE CODES "P" OR ~~BLANK~~ OR NUMERIC 1-99999 FOR ALL OTHER EQ TYPE CODES.

COLUMNS 17-18: BLANK

e. UNIT COST - COLUMNS 19-24: BLANK OR NUMERIC 000001-999999.

f. EQ TYPE CODE - COLUMN 25: BLANK OR ALPHA CODE A, B, C, D, F, P, Q, R OR Y. IF TYPE CODE IS ~~"B"~~ THERE MUST BE A QUANTITY MODIFIER IN COLUMNS 32-35. IF TYPE CODE "C" THERE MUST BE A MONTHS OF SUPPLY MODIFIER IN COLUMNS 28-29. IF TYPE CODE IS "D", "Q" OR "Y" THERE MUST BE AN ACTION MONTH(S) MODIFIER IN COLUMNS 38-42.

COLUMNS 26-27: BLANK

5-6.8B continued

- g- ~~EQ MONTHS MODIFIER - COLUMNS 28-29: NUMERIC DATA, NOT ALL ZEROS, FOR ITEMS WITH EQ TYPE CODE "C" IN COLUMN 25. BLANK FOR ALL OTHERS.~~

COLUMNS 30-31: BLANK

- h. ~~EQ QUANTITY MODIFIER - COLUMNS 32-35: NUMERIC DATA, NOT ALL ZEROS, FOR ITEMS WITH EQ TYPE CODE "B" IN COLUMN 25. BLANK FOR ALL OTHERS.~~

COLUMNS 36-37: BLANK

- i. ~~EQ ACTION MONTH(S) MODIFIER - COLUMN 38-42: ITEMS WITH EQ TYPE CODE "D", "Q" OR "Y" IN COLUMN 25 REQUIRE AN ACTION MONTH(S) AS FOLLOWS:~~

COLUMN 38, 1ST QUARTER - BLANK OR NUMERIC 1-3

COLUMN 39, 2ND QUARTER - BLANK OR NUMERIC 4-6

COLUMN 40, 3RD QUARTER - BLANK OR NUMERIC 7-9

COLUMN 41-42, 41-42 QUARTER, BLANK OR NUMERIC 10-12

THERE MUST BE AT LEAST ONE (1) ACTION MONTH MODIFIER FOR ITEMS WITH EQ TYPE CODE "D", "Q" OR "Y". THERE CANNOT BE MORE THAN ONE (1) ACTION MONTH PERQUARTER. BLANK FOR ALL OTHERS.

COLUMN 43-45: BLANK

- j. INDEX NUMBER - COLUMNS 46-51: NUMERIC. MUST PASS THE MODULUS 11 CHECK DIGIT CALCULATION.

- k. AREA CODE - COLUMNS 52-53: NUMERIC. VALID AREA CODE AND MUST MATCH ONE OF THE AREA CODES CONTAINED ON LOOK-UP. 1.

COLUMNS 54-59: BLANK

1. ORDER NUMBER - COLUMNS 60-73: BLANK OR DATA AS FOLLOWS: IF COLUMN 60 CONTAINS AN "M", ANY DATA IS ACCEPTABLE IN COLUMNS 61-73. IF COLUMN 60 IS NUMERIC 2-9, THEN, COLUMNS 61-72 MUST ALSO BE NUMERIC, NOT ALL ZEROS, AND COLUMN 73 MUST BE ALPHA OR BLANK.

## MANAGEMENT SERVICES

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### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

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5-6.8B continued

- m. VENDOR NAME - COLUMNS 74-88: BLANK OR ALPHA/NUMERIC. IF COLUMN 74 IS BLANK, THEN COLUMNS  
7 5 - 8 8 i s b l a n k
- COLUMNS 89-90: BLANK
- n. SOURCE CODE - COLUMN 91: BLANK, NUMERIC OR ALPHA. IF NUMERIC OR ALPHA/THE CODE MUST MATCH  
ONE OF THE SOURCE CODES CONTAINED ON LOOK-UP TABLE NO. 5. 1
- o. LEAD TIME MONTHS - COLUMNS 92-93: BLANK OR NUMERIC. IF NUMERIC, THEN COLUMN 92 MUST BE  
~~NUMERIC~~ 1-9 AND COLUMN 93 MUST BE NUMERIC 0 OR 5.
- p\* SOURCE UNIT OF ISSUE - COLUMNS 94-95: BLANK OR ALPHA DIGITS A-Z.
- g= STANDARD PACK QUANTITY - COLUMNS 96-100: BLANK OR NUMERIC, NOT ALL ZEROS.
- f. COLUMNS 101-103: BLANK
- s. STATION CODE - COLUMNS 104-105: NUMERIC OR PL. VALID STATION CODE AND MUST MATCH ONE OF THE  
~~STATION~~ CODES CONTAINED ON LOOK-UP TABLE NO. 1 FOR THE AREA.

UPDATE SUPPLY DATA BASE WHEN BASED ON INDEX NUMBER, STATION CODE, AND AREA CODE MATCH WITH THE  
APPROPRIATE DATA CONTAINED IN THE INPUT TRANSACTION. LIST THE ACCEPTABLE 5C INPUT TRANSACTIONS ON  
REPORT NO. 9, STATION MASTER RECORD CHANGES, AND COUNT OF TRANSACTIONS ON REPORT NO. 1.



MANAGEMENT SERVICES

CHAPTER 6

SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.8B continued

( 6) DELETE STATION MASTER RECORD - TRANSACTION CODE 5D

TRANSACTIONS THAT DO NOT PASS THE EDIT CRITERIA OUTLINED BELOW WILL BE REJECTED AND LISTED ON REPORT NO. 7 INVALID/REJECTED STATION MASTER RECORD TRANSACTIONS. COMPARE INPUT TRANSACTION TO SUPPLY DATA BASE MASTER ON INDEX NUMBER, STATION CODE AND AREA CODE, IF NO MATCH, REJECT THE INPUT TRANSACTION AND LIST ON REPORT NO. 7, AS "NO MASTER ON FILE". IF WE MATCHED SUPPLY DATA BASE MASTER CONTAINS A QUANTITY ON HAND, VALUE, A QUANTITY DUE IN OR DUE OUT, REJECT THE INPUT TRANSACTION AND LIST ON REPORT NO. 7, AS "BALANCE ON HAND" (BAL O/H).

a. DATE: FISCAL YEAR AND CALENDAR MONTH THE DELETE IS PROCESSED.

(1) FISCAL YEAR - COLUMNS 1-2: NUMERIC. MUST BE EQUAL TO THE CURRENT OR PREVIOUS FISCAL YEAR.

(2) CALENDAR MONTH - COLUMNS 3-4: NUMERIC 01-12.

COLUMNS 5-8: BLANK

b. TRANSACTION CODE - COLUMNS 9-10: CODE 5D

COLUMNS 11-45: BLANK

c. INDEX NUMBER - COLUMNS 46-51: NUMERIC, MUST PASS THE MODULUS 11 CHECK 11 CHECK DIGIT CALCULATION.

d. AREA CODE - COLUMNS 52-53: NUMERIC. VALID AREA CODE AND MUST MATCH ONE OF THE AREA CODES ~~CONTAINED~~ ON LOOK-UP TABLE NO. 1.

COLUMNS 54-103: BLANK

e. STATION CODE - COLUMNS 104-105: NUMERIC OR PL. VALID STATION CODE AND MUST MATCH ONE OF THE ~~STATION CODES~~ ON LOOK-UP TABLE NO. 1 FOR THE AREA

DELETE STATION SUPPLY DATA BASE MASTER BASED ON ACCEPTABLE INPUT TRANSACTION. LIST ACCEPTABLE TRANSACTIONS ON REPORT NO. 11, STORES STOCK TRANSACTION REGISTER, AND COUNT OF TRANSACTIONS ON REPORT NO. 1.

5-6.8B continued

(7a) USER LEVEL CHANGE/DELETE/ESTABLISH - TRANSACTION CODE 5B

TRANSACTIONS THAT DO NOT PASS THE EDIT CRITERIA OUTLINED BELOW WILL BE REJECTED AND LISTED ON REPORT NO. 7A, USER LEVEL CHANGE/DELETE/ESTABLISHED. APPROPRIATE ERROR MESSAGE WILL BE PRINTED UNDER THE REMARKS COLUMN TO IDENTIFY THE REJECTED TRANSACTIONS. VALID TRANSACTIONS ARE ALSO PRINTED ON REPORT NO. 7A.

a. DATE:

(1) FISCAL YEAR - COLUMNS 1-2: NUMERIC. MUST BE EQUAL TO THE CURRENT OR PREVIOUS FISCAL YEAR.

(21) CALENDAR Mom - COLUMNS 3-4: NUMERIC 01-12.

b. TRANSACTION CODE - COLUMNS 9-10: CODE "5B"c. USER LEVEL QUANTITY - COLUMNS 13-16: NUMERIC 0000-9999.h. INDEX NUMBER - COLUMNS 46-51: NUMERIC. MUST PASS THE MODULUS 11 CHECK DIGIT CALCULATION.e. AREA CODE - COLUMNS 52-53: NUMERIC. CODE MUST MATCH THE AREA BEING PROCESSED.f. USER CODE - COLUMNS 68-70: NUMERIC 001-999. MUST MATCH ON LOOK-UP TABLE NO. 20.g\* SUB-STATION CODE - COLUMNS 71-72: NUMERIC 01-99. MUST MATCH ON LOOK-UP TABLE NO. 20.h. STATION CODE - COLUMNS 104-105: NUMERIC OR "PL". VALID STATION CODE AND MUST MATCH ONE OF THE STATION CODES CONTAINED ON LOOK-UP TABLE NO. 1 FOR THE AREA BEING PROCESSED.

UPDATE AUXILIARY ISSUE BOOK MASTERS BASED ON ACCEPTABLE 5B INPUT TRANSACTIONS. TRANSACTIONS ON REPORT 7A.

5-6.8B continued

(7) ESTABLISH DUE IN - TRANSACTION CODES 12, 14, 15 AND 16

TRANSACTIONS THAT DO NOT PASS THE EDIT CRITERIA OUTLINED BELOW WILL BE REJECTED AND LISTED ON REPORT NO. 3, INVALID/REJECTED DUE IN TRANSACTIONS. COMPARE THE INPUT TRANSACTION TO SUPPLY DATA BASE MASTER ON INDEX NUMBER, STATION CODE AND AREA CODE, IF NO MATCH REJECT THE INPUT TRANSACTION AND LIST ON REPORT NO. 3 AS "NO STATION MASTER". IF THE MATCHED SUPPLY DATA BASE MASTER ALREADY CONTAINS THREE (3) SEPARATE DUE INS, REJECT THE INPUT TRANSACTION AND LIST ON REPORT NO. 3 AS "NO DUE IN SPACE AVAILABLE". IF THE MATCHED SUPPLY DATA BASE MASTER CONTAINS A DIFFERENT ACCOUNT CODE THAN THE INPUT TRANSACTION, REJECT THE INPUT TRANSACTION AND LIST ON REPORT NO. 3, IDENTIFY THE ACCOUNT CODE WITH AN ASTERICK.

a. DUE IN DATE: CALENDAR MONTH, DAY AND CALENDAR YEAR THE ITEM IS DUE IN.(1) CALENDAR MONTH - COLUMNS 1-2: NUMERIC 01-12(2) CALENDAR DAY - COLUMNS 3-4: - NUMERIC 01-31(3) CALENDAR YEAR - COLUMNS 5-6: NUMERIC. EQUAL TO THE CURRENT OR NEXT CALENDAR YEAR.COLUMNS 7-8: BLANKb. TRANSACTION CODE - COLUMNS 9-10: CODE 12, 14, 15, OR 16.c. QUANTITY - COLUMNS 11-16: NUMERIC, NOT ALL ZEROS.d. VALUE - COLUMNS 17-24: NUMERIC, NOT ALL ZEROS.COLUMNS 25-45: BLANKe. INDEX NUMBER - COLUMNS 46-51: NUMERIC, MUST PASS THE MODULUS 11 CHECK DIGIT CALCULATION.f. AREA CODE - COLUMNS 52-53: NUMERIC. VALID AREA CODE AND MUST MATCH ONE OF THE AREA CODES CONTAINED ON LOOK-UP TABLE NO. 1.

5-6.8B continued

- g. ACCOUNT CODE - COLUMN 54: NUMERIC. MUST MATCH ONE OF THE ACCOUNT CODES ON LOOK-UP TABLE NO. 3 AND MATCH THE ACCOUNT CODE CONTAINED IN SUPPLY DATA BASE MASTER.

COLUMNS 55-58: BLANK

- h. SUB-SUB-ACTIVITY CODE - COLUMNS 59-60: NUMERIC OR BLANK.

COLUMNS 61-91: BLANK

- i. PROCESSING DATE COLUMNS 92-95: COMPUTER GENERATE THE FISCAL YEAR AND CALENDAR MONTH THAT THE RECORD IS PROCESSED INTO THESE COLUMNS.

COLUMN 96: BLANK

- j<sub>4</sub> PURCHASE ORDER NUMBER --COLUMNS 97-103: NUMERIC /ALPHA, NOT ALL ZEROS OR ALL BLANKS.

- k. STATION CODE - COLUMNS 104-105: NUMERIC OR PL. VALID STATION CODE AND MUST MATCH ONE OF THE STATION CODES CONTAINED ON LOOK-UP TABLE NO. 1 FOR THE AREA.

UPDATE SUPPLY DATA BASE MASTER'S BASED ON ACCEPTABLE DUE IN TRANSACTIONS. LIST ACCEPTABLE DUE IN TRANSACTIONS ON REPORT NO. 11, STORES STOCK TRANSACTION REGISTER, AND COUNT OF TRANSACTIONS ON REPORT NO. 1.

5-6.8B continued

( 8) REVERSAL OF DUE IN - TRANSACTION CODES 1K, 1M, 1N AND 1O

TRANSACTIONS THAT DO NOT PASS THE EDIT CRITERIA OUTLINED BELOW WILL BE REJECTED AND LISTED ON REPORT NO. 3, INVALID/REJECTED DUE IN TRANSACTIONS. COMPARE INPUT TRANSACTION TO SUPPLY DATA BASE MASTER ON INDEX NUMBER, STATION CODE AND AREA CODE, IF NO MATCH, REJECT THE INPUT TRANSACTION AND LIST ON REPORT NO. 3 AS "NO STATION MASTER". COMPARE MATCHED INPUT TRANSACTIONS TO SUPPLY DATA BASE MASTER ON PURCHASE ORDER NUMBER, IF NO MATCH, REJECT INPUT TRANSACTION AND LIST ON REPORT NO. 3 AS "NO PURCHASE ORDER MATCH".

COLUMNS 1-8: BLANK

- a. TRANSACTION CODE - COLUMNS 9-10: CODE 1K, 1M, 1N OR 1O.

COLUMN 11-45: BLANK

- b. INDEX NUMBER - COLUMNS 46-51: NUMERIC. MUST PASS THE MODULUS 11 CHECK DIGIT CALCULATION.
- c. AREA CODE - COLUMNS 52-53: NUMERIC. VALID AREA CODE. MUST MATCH ONE OF THE AREA CODES  
CONTAINED ON LOOK-UP TABLE NO 1.

COLUMNS 54-96: BLANK

- d. PURCHASE ORDER NUMBER - COLUMNS 97-103: NUMERIC/ALPHA, NOT ALL ZEROS OR ALL BLANKS.
- e. STATION CODE - COLUMNS 104-105: NUMERIC OR PL. MUST MATCH ONE OF THE STATION CODES CONTAINED  
ON LOOK-UP = NO. 1 FOR THE AREA.

UPD4TE SUPPLY DATA BASE MASTER BASED ON ACCEPTABLE TRANSACTIONS. LIST ACCEPTABLE DUE IN REVERSAL TRANSACTIONS ON REPORT NO. 11, STORES STOCK TRANSACTION REGISTER, AND COUNT OF TRANSACTIONS ON REPORT NO. 1.

5-6.8B continued

( 9) STORES STOCK RECEIPT - TRANSACTION CODES 22, 24, 25 AND 26

TRANSACTIONS THAT DO NOT PASS THE EDIT CRITERIA OUTLINED BELOW WILL BE REJECTED AND LISTED ON REPORT NO. 4, INVALID/REJECTED STORES STOCK RECEIPT TRANSACTIONS.

COMPARE THE INPUT TRANSACTION TO SUPPLY DATA BASE MASTER ON INDEX NUMBER, STATION CODE AND AREA CODE IF NO MATCH REJECT THE INPUT TRANSACTION AND LIST ON REPORT NO. 4 AS "NO MASTER". IF THE MATCHED INPUT TRANSACTION CONTAINS A DIFFERENT ACCOUNT CODE THAN THE SUPPLY DATA BASE MASTER, REJECT THE INPUT TRANSACTION AND LIST ON REPORT NO. 4, IDENTIFY THE ACCOUNT CODE WITH AN ASTERICK.

COMPARE INPUT TRANSACTION WITH "P" CODE IN COLUMN 25 TO SUPPLY DATA BASE MASTER ON PURCHASE ORDER NUMBER, INDEX NUMBER, STATION CODE AND AREA CODE. IF THERE IS A MATCH, AND THE QUANTITY AND/OR VALUE CONTAINED IN THE INPUT TRANSACTION WOULD REDUCE THE SUPPLY DATA BASE MASTER DUE IN QUANTITY AND/OR VALUE TO ZERO, REJECT THE INPUT TRANSACTION AND LIST ON REPORT NO. 4, IDENTIFY THE "P" CODE WITH AN ASTERICK.

a. VOUCHER NUMBER

(1) FISCAL YEAR - COLUMNS 1-2: NUMERIC. MUST BE EQUAL TO THE CURRENT OR PREVIOUS  
FISCAL YEAR.

CALENDAR MONTH - COLUMNS 3-4: NUMERIC 01-12.

SERIAL NO. COLUMNS 58: NUMERIC 0001-9999.

b. TRANSACTION CODE - COLUMNS 9-10: CODE 22, 24, 25 OR 26.

c. QUANTITY - COLUMNS 11-16: NUMERIC, NOT ALL ZEROS.

d. VALUE - COLUMNS 17-24: NUMERIC, NOT ALL ZEROS.

e. F OR P CODE - COLUMN 25: ALPHA "F" OR "P".

f. EXPIRATION DATE - CALENDAR MONTH AND CALENDAR YEAR.

## 5-6.8B continued

(1) CALENDAR MONTH - COLUMNS 26-27: NUMERIC 01-12 OR BLANK. IF BLANK, THEN COLUMNS 28-29 MUST ALSO BE BLANK.

(2) CALENDAR YEAR: - COLUMNS 28-29: NUMERIC, EQUAL TO OR GREATER THAN THE CURRENT CALENDAR IF BLANK, THEN COLUMNS 26-27 MUST ALSO BE BLANK.

COLUMNS 30-45: BLANK

g. INDEX NUMBER - COLUMNS 46-51: NUMERIC. MUST PASS THE MODULUS 11 CHECK DIGIT CALCULATION.

h. AREA CODE - COLUMNS 52-53: NUMERIC. VALID AREA CODE AND MUST MATCH ONE OF THE AREA CODES CONTAINED ON LOOK-UP TABLE NO. 1.

i. ACCOUNT CODE - COLUMN 54: NUMERIC. MUST MATCH ONE OF THE ACCOUNT CODES CONTAINED ON LOOK-UP TABLE NO. 3 AND MATCH THE ACCOUNT CODE CONTAINED IN SUPPLY DATA BASE MASTER.

COLUMNS 55-58: BLANK

5 SUB-SUB-ACTIVITY CODE - COLUMNS 59-60: NUMERIC OR BLANK.

COLUMNS 61-90: BLANK

k. SOURCE CODE - COLUMN 91: NUMERIC OR ALPHA. MUST MATCH ONE OF THE SOURCE CODES CONTAINED ON LOOK-UP TABLE NO. 5.

l. PROCESSING DATE - COLUMNS 92-95: COMPUTER GENERATE THE FISCAL YEAR AND CALENDAR MONTH THAT THE RECORD IS PROCESSED INTO THESE COLUMNS.

COLUMNS 96: BLANK

m. PURCHASE ORDER NUMBER - COLUMNS 97-103: NUMERIC/ALPHA, NOT ALL ZEROS OR ALL BLANKS FOR ITEMS WITH TRANSACTION #DE 22. BLANK OR NUMERIC/ALPHA, NOT ALL ZEROS, FOR ITEMS WITH TRANSACTION CODE 24, 25 OR 26.

5-6.8B continued

- n. STATION CODE - COLUMNS 104-105: NUMERIC OR PL. MUST MATCH ONE OF THE STATION CODES CONTAINED ON LOOK-UP TABLE NO..1 FOR THE AREA..

UPDATE SUPPLY DATA BASE MASTER BASED ON THE ACCEPTABLE INPUT TRANSACTIONS. DEVELOP DATA FOR REPORT NO. 1, TRANSACTION COUNT; REPORT NO. 11, STORES STOCK TRANSACTION REGISTER.



## 5-6.8B continued

(10) REVERSAL OF STORES STOCK RECEIPT - TRANSACTION CODES 2K, 2M, 2N AND 20.

TRANSACTIONS THAT DO NOT PASS THE EDIT CRITERIA OUTLINED BELOW WILL BE REJECTED AND LISTED ON REPORT NO. 4, INVALID / REJECTED STORES STOCK RECEIPT TRANSACTION.

COMPARE THE INPUT TRANSACTION TO SUPPLY DATA BASE MASTER ON INDEX NUMBER, STATION CODE AND AREA CODE, IF NO MATCH, REJECT THE INPUT TRANSACTION AND LIST ON REPORT NO. 4 AS "NO MASTER". IF THE MATCHED INPUT TRANSACTION CONTAINS A DIFFERENT ACCOUNT CODE THAN THE SUPPLY DATA BASE MASTER, REJECT THE INPUT TRANSACTION AND LIST ON REPORT NO. 4, IDENTIFY THE ACCOUNT CODE WITH AN ASTERICK.

REJECT THE MATCHED INPUT TRANSACTION AND LIST ON REPORT NO. 4 AS "CREDIT BALANCE WHEN THE INPUT TRANSACTION QUANTITY AND/OR VALUE WOULD CREATE A CREDIT QUANTITY AND/OR VALUE CONDITION IN THE SUPPLY DATABASE MASTER AND WHEN THE INPUT TRANSACTION WOULD DECREASE THE SUPPLY DATA BASE MASTER QUANTITY OR VALUE TO ZERO AND THERE WOULD REMAIN A QUANTITY OR VALUE IN THE SUPPLY DATA BASE MASTER.

a. VOUCHER NUMBER

- (1) FISCAL YEAR - COLUMNS 1-2: NUMERIC. MUST BE EQUAL TO THE CURRENT OR PREVIOUS FISCAL YEAR.
- (2) CALENDAR MONTH - COLUMNS 3-4: NUMERIC 01-12.
- (3) SERIAL NO. - COLUMNS 5-8: NUMERIC 0001-9999.

b. TRANSACTION CODE - COLUMNS 9-10: CODE 2K, 2M, 2N OR 20.c. QUANTITY - COLUMNS 11-16: NUMERIC, NOT ALL ZEROS.d. VALUE - COLUMNS 17-24: NUMERIC, NOT ALL ZEROS.

COLUMNS 25-45: BLANK

e. INDEX NUMBER - COLUMNS 46-51: NUMERIC. MUST PASS THE MODULUS 11 CHECK DIGIT CALCULATION.f. AREA CODE - COLUMNS 52-53: NUMERIC. VALID AREA CODE AND MUST MATCH ONE OF THE AREA CODES CONTAINED ON LOOK-UP TABLE NO. 1.

5-6.8B continued

- g. ACCOUNT CODE - COLUMN 54: NUMERIC. MUST MATCH ONE OF THE ACCOUNT CODES CONTAINED ON WOK-UP TABLE NO. 3 AND MATCH THE ACCOUNT CODE CONTAINED IN SUPPLY DATA BASE MASTER.  
COLUMNS 55-58: BLANK
- h. SUB-SUB-ACTIVITY CODE - COLUMNS 59-60: NUMERIC OR BLANK.  
COLUMNS 61-90: BLANK
- i. SOURCE CODE - COLUMN 91: NUMERIC OR ALPHA. MUST MATCH ONE OF THE SOURCE CODES CONTAINED ON LOOK-UP TABLE NO. 5.
- j. PROCESSING DATE - COLUMNS 92-95: COMPUTER GENERATE THE FISCAL YEAR AND CALENDAR MONTH THAT RECORD IS PROCESSED INTO THESE COLUMNS.  
COLUMNS 96-103: BLANK
- k. STATION CODE - COLUMNS 104-105: NUMERIC OR PL. MUST MATCH ONE OF THE STATION CODES CONTAINED ON LOOK-UP TABLE NO 1 FOR THE AREA.

UPDATE SUPPLY DATA BASE MASTER BASED ON THE ACCEPTABLE INPUT TRANSACTIONS. DEVELOP DATA FOR REPORT NO. 1, TRANSACTION COUNT AND REPORT NO. 11, STORES STOCK TRANSACTION REGISTER.:

## 5-6.8B continued

(11) STORES STOCK ISSUE - TRANSACTION CODES 32, 33, 34, 36

TRANSACTIONS THAT DO NOT PASS THE EDIT CRITERIA OUTLINED BELOW WILL BE REJECTED AND LISTED ON REPORT NO. 5, INVALID REJECTED STORES STOCK ISSUE TRANSACTIONS.

- a. COMPARE THE INPUT TRANSACTION TO THE SUPPLY DATA BASE MASTER ON INDEX NUMBER, STATION CODE, AND AREA CODE, IF NO MATCH, REJECT THE INPUT TRANSACTION AND LIST ON REPORT NO. 5 AS "NO MASTER".
- b. TRANSACTION-CODES 33, 34 AND 36, REJECT AND LIST ON REPORT NO. 5 AS "CREDIT BALANCE IF THE QUANTITY CONTAINED IN THE INPUT TRANSACTION IS GREATER THAN THE QUANTITY ON HAND AS CONTAINED IN THE SUPPLY DATA BASE MASTER.
- c. TRANSACTION CODE 32 WITH AN "F" OR "P" CODE IN COLUMN 25, AND HAVE A CODE "I" IN COLUMN 88, REJECT AND LIST ON REPORT NO. 5 AS A "CREDIT BALANCE" IF THE QUANTITY CONTAINED IN THE INPUT TRANSACTION IS GREATER THAN THE QUANTITY ON HAND AS CONTAINED IN THE SUPPLY DATA BASE MASTER.
- d. TRANSACTION CODE 32 WITH AN "F", "P", OR "N" CODE IN COLUMN 25 AND HAVE A CODE "I" IN COLUMN 88 AND THE QUANTITY IN INPUT TRANSACTION IS EQUAL TO OR LESS THAN THE QUANTITY ON HAND AS CONTAINED IN THE SUPPLY DATA BASE MASTER, COMPUTER GENERATE THE ISSUED QUANTITY INTO COLUMNS 38-43 OF THE INPUT RECORD.
- e. TRANSACTION CODE 32 WITHOUT A CODE IN COLUMN 25 AND COLUMN 88 IS BLANK (PRE-POSTED ISSUED) TAKE THE FOLLOWING ACTION

- (1) WHEN THE SUPPLY DATA BASE MASTER CONTAINS A STANDARD PACK QUANTITY, NUMERIC 1-99999, IN COLUMNS 382-386 THE ORDER QUANTITY MAY BE ADJUSTED AS FOLLOWS:

- (a) COMPARE THE ORDER QUANTITY TO THE STANDARD PACK QUANTITY;

IF THE ORDER QUANTITY IS LESS THAN THE STANDARD PACK QUANTITY, DIVIDE THE STANDARD PACK QUANTITY INTO THE ORDER QUANTITY TO ARRIVE AT THE PERCENT AGE DIFFERENCE.

## 5-6.8B continued

IF THE ORDER QUANTITY IS HIGHER THAN THE STANDARD PACK QUANTITY, SUBTRACT THE STANDARD PACK QUANTITY FROM THE ORDER QUANTITY UNTIL THE STANDARD PACK QUANTITY IS HIGHER THAN THE ORDER QUANTITY, THEN DIVIDE THE STANDARD PACK QUANTITY INTO THE REMAINING ORDER QUANTITY TO ARRIVE AT THE PERCENTAGE DIFFERENCE.

IF EQUAL, NO ADJUSTMENT.

(b) BASED ON THE PERCENTAGE DIFFERENCE, THE ORDER QUANTITY IS TO BE ADJUSTED AS FOLLOWS:

90-99%      ADD THE DIFFERENCE BETWEEN THE ORDER QUANTITY/REMAINING QUANTITY AND THE STANDARD PACK QUANTITY TO THE ORDER QUANTITY.

1-10%      SUBTRACT THE QUANTITY THAT IS IN EXCESS OF THE STANDARD PACK QUANTITY FROM THE ORDER QUANTITY/REMAINING QUANTITY.

11-89%      NO ADJUSTMENT TO ORDER QUANTITY.

(c) COMPUTER GENERATE AN "A" INTO COLUMN 45 OF THE INPUT TRANSACTION WHEN THE ORDER QUANTITY IS ADJUSTED AND THE ACTUAL QUANTITY TO BE ISSUED INTO COLUMNS 11-16.

(2) WHEN THE ORDER QUANTITY CONTAINED IN THE INPUT TRANSACTION IS GREATER THAN THE QUANTITY ON HAND AS CONTAINED IN THE SUPPLY DATA BASE MASTER, TAKE THE FOLLOWING STEPS:

(a) COMPUTER GENERATE A BACK ORDER ISSUE TRANSACTION FOR THE QUANTITY REQUESTED THAT IS NOT AVAILABLE FOR ISSUE. COMPUTER ASSIGN TRANSACTION CODE 31 AND ADD FIVE (5) TO THE FIRST DIGIT OF THE VOUCHER SERIAL NUMBER TO THE GENERATED BACK ORDER ISSUE TRANSACTION.

(b) COMPUTER ASSIGN "N" OR "P" CODE TO THE ISSUE TRANSACTION AS FOLLOWS: IF PART OF THE QUANTITY REQUESTED IS ISSUED, ASSIGN CODE "P" TO COLUMN 25. IF NONE (ZERO) OF THE QUANTITY REQUESTED IS ISSUED, ASSIGN CODE "N" TO COLUMN 25.

5-6.8B continued

- (c) COMPUTER GENERATE THE ACTUAL QUANTITY ISSUED INTO COLUMNS 38-43 OF THE INPUT
- (d) COMPUTER ASSIGN A "B" TO COLUMN 44 OF THE INPUT TRANSACTION TO INDICATE A BACK ORDER
- (3) WHEN THE ORDER QUANTITY CONTAINED IN THE INPUT TRANSACTION IS EQUAL TO OR LESS THAN THE QUANTITY ON HAND AS CONTAINED IN THE SUPPLY DATA BASE MASTER, COMPUTER ASSIGN CODE "F" TO COLUMN 25 OF THE INPUT TRANSACTION AND THE QUANTITY TO BE ISSUED INTO COLUMN 38-43.
- f. VOUCHER NUMBER
- (1) FISCAL YEAR - COLUMNS 1-2: NUMERIC. MUST BE EQUAL TO THE CURRENT OR PREVIOUS FISCAL YEAR.
- (2) CALENDAR MONTH - COLUMNS 3-4: NUMERIC 01-12.
- (3) SERIAL NO - COLUMNS 5-8. NUMERIC 0001-9999.
- g. TRANSACTION CODE - COLUMNS 9-10: CODE 32, 33, 34, OR 36.
- h. QUANTITY REQUESTED/ISSUED - COLUMNS 11-16: NUMERIC. IF COLUMNS 38-43 CONTAIN DATA, USE THAT DATA AS= QUANTITY ISSUED IF COLUMNS 38-43 ARE BLANK, USE THE DATA IN COLUMNS 11-16 AS THE QUANTITY ISSUED. IF COLUMNS 11-16 ARE ALL ZEROS, THEN COLUMN 25 MUST CONTAIN A CODE "N". NOT ALL ZEROS IN COLUMNS 11-16 FOR OTHER TRANSACTIONS.
- i. VALUE - COLUMNS 17-24 : BLANK
- VALUE FOR EACH INPUT TRANSACTIONS IS ARRIVED AT BY THE COMPUTER AS FOLLOWS: IF THE INPUT ISSUED QUANTITY IS EQUAL TO THE SUPPLY DATA BASE MASTER QUANTITY ON HAND, THEN THE ISSUE VALUE OF THE INPUT TRANSACTION WILL BE THE TOTAL VALUE ON HAND AS CONTAINED IN SUPPLY DATA BASE MASTER. IF THE INPUT ISSUED QUANTITY IS NOT EQUAL TO THE SUPPLY DATABASE MASTER QUANTITY ON HAND, DIVIDE SUPPLY DATA BASE MASTER QUANTITY ON HAND INTO SUPPLY DATA BASE MASTER TOTAL VALUE TO ARRIVE AT AN AVERAGE UNIT COST, MULTIPLY THE AVERAGE UNIT COST TIMES THE INPUT TRANSACTION ISSUED QUANTITY TO ARRIVE AT THE ISSUE VALUE FOR THE INPUT TRANSACTION COMPARE THE CALCULATED ISSUE VALUE TO THE RECORD VALUE ON HAND. IF THE CALCULATED ISSUE VALUE IS GREATER THAN THE RECORD VALUE ON HAND, USE RECORD VALUE AS THE ISSUE VALUE FOR THE TRANSACTION.

5-6.8B continued

j. F, P OR N CODE - COLUMN 25:

TRANSACTION CODE 32 - BLANK OR ALPHA 'F', 'P', OR 'W'. MUST BE ALPHA WHEN COLUMN 88 CONTAINS AN 'I'.

TRANSACTION CODE 33 - ALPHA 'F', 'I', OR 'N'.

TRANSACTION CODES 34 AND 36 - BLANK.

k. CONTRACT/GRANT NUMBER - COLUMNS 26-37: BLANK, NUMERIC AND/OR ALPHA. IF COLUMN 26 IS BLANK, THEN COLUMNS 27-37 MUST ALSO BE BLANK.l. 1. ACTUAL QUANTITY ISSUED 38-43: COMPUTER GENERATED.m. BACK ORDER CODE - COLUMN 44: COMPUTER GENERATED INTO THE INPUT TRANSACTION WHEN A BACK ORDER ISSUE TRANSACTION IS ESTABLISHED.n. QUANTITY ADJUSTED CODE --COLUMN 45: COMPUTER GENERATED WHEN THE ORDER QUANTITY IS ADJUSTED TO STANDARD PACK QUANTITY.o. INDEX NUMBER - COLUMNS 46-51: NUMERIC. MUST PASS THE MODULUS 11 CHECK DIGIT CALCULATION.p\* AREA CODE - COLUMNS 52-53: NUMERIC. VALID AREA CODE AND MUST MATCH ONE OF THE AREA CODES CONTAINED ON LOOK-UP TABLE NO. 1.

COLUMNS 54-58: BLANK

q. SUB-SUB ACTIVITY - COLUMNS 59-60: TRANSACTION CODES 32 AND 33, NUMERIC AND MUST MATCH THE SUB-SUB-ACTIVITY CODE CONTAINED ON LOOK-UP TABLE NO. 20 FOR THE SUB-STATION AND USER. REJECT AND LIST ON REPORT NO. 5 AS "INVALID SSA" WHEN THERE IS NO MATCH. TRANSACTION CODES 34 AND 36, BLANK.r. CAN - COLUMNS 61-67: TRANSACTION CODES 32 AND 33, NUMERIC AND MUST MATCH THE CAN CONTAINED ON LOOK-UP TABLE NO. 20 FOR THE SUB-STATION AND USER. REJECT AND LIST ON REPORT NO. 5 AS "INVALID CAN WHEN THERE IS NO MATCH. BLANK FOR TRANSACTION CODES 34 AND 36.

5-6.8B continued

- s. USER CODE - COLUMNS 68-70: TRANSACTION CODES 32 AND 33, NUMERIC AND MUST MATCH THE USER CODE **CONTAINED** ON LOOK-UP = NO. 20 FOR THE SUB-STATION. REJECT AND LIST ON REPORT NO. 5 AS "INVALID U-C" WHEN THERE IS NO MATCH. BLANK FOR TRANSACTION CODES 34 AND 36.
- t. SUB-STATION CODE - COLUMNS 71-72: TRANSACTION CODES 32 AND 33, NUMERIC AND MUST MATCH ONE OF **THE** SUBSTATION CODES CONTAINED LOOK-UP TABLE NO. 20. REJECT AND LIST ON REPORT NO. 5 AS "INVALID S-S" WHEN NO MATCH. BLANK FOR TRANSACTION CODES 34 AND 36.
- u. DATE OF REQUEST - TRANSACTION CODE 32 ONLY.  
(1) MONTH COLUMNS 73-74: NUMERIC 01-12. \_  
(2) DAY - COLUMNS 75-76: NUMERIC 01-31.  
(3) DAY - COLUMNS 77-78: EQUAL TO THE CURRENT OR PREVIOUS CALENDAR YEAR.
- v. REQUEST NUMBER - COLUMNS 79-86: ANY DATA, EXCEPT ALL BLANKS. TRANSACTION CODE 32 ONLY.
- w. TYPE OF ISSUE REQUEST - COLUMNS 87: NUMERIC 1 FOR SCHEDULED ISSUED; NUMERIC 2 FOR OFF-SCHEDULE ISSUES. TRANSACTION CODE 32 ONLY.
- x. POSTING CODE - COLUMN 88: CODE 32 ONLY BLANK OR CODE "I" FOR THE ITEMS THAT HAVE BEEN ISSUED.  
COLUMNS 89-91: BLANK
- y. PROCESSING DATE - COLUMNS 92-95: COMPUTER GENERATE THE FISCAL YEAR AND CALENDAR MONTH THAT THE RECORD IS PROCESSED INTO THESE COLUMNS  
COLUMNS 96-103: BLANK
2. STATION CODE - COLUMNS 104-105: NUMERIC OR PL. MUST MATCH ONE OF THE STATION CODES CONTAINED ON LOOK-UP TABLE NO. 1 FOR EACH.

UPDATE SUPPLY DATA BASE MASTER AND AUXILIARY MASTER FILES BASED ON THE ACCEPTABLE INPUT TRANSACTIONS. DEVELOP DATA FOR REPORT NO. 1, TRANSACTION COUNT; NO. 11, STORES STOCK TRANSACTION REGISTER; REPORTS 70, 71 AND 73.

MANAGEMENT SERVICES

CHAPTER 6

SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.8B continued

(12) REVERSAL OF STORES STOCK ISSUE - TRANSACTION CODES 3K, 3L, 3M AND 30

TRANSACTIONS THAT DO NOT PASS THE EDIT CRITERIA OUTLINED BELOW WILL BE REJECTED AND LISTED ON REPORT NO. 5, INVALID/REJECTED STORES STOCK ISSUE TRANSACTIONS. COMPARE THE INPUT TRANSACTION TO SUPPLY DATA BASE MASTER ON INDEX NUMBER, STATION CODE AND AREA CODE, IF NO MATCH, REJECT THE INPUT TRANSACTION AND LIST ON REPORT NO. 5 AS "NO MASTER".

a. VOUCHER NUMBER

(1) FISCAL YEAR - COLUMNS 1-2: NUMERIC. MUST BE EQUAL TO THE CURRENT OR PREVIOUS FISCAL YEAR.

(2) CALENDAR MONTH - COLUMNS 3-4: NUMERIC 01-12.

(3) SERIAL NO. - COLUMNS 5-8: NUMERIC 0001-9999.

b. TRANSACTION CODE - COLUMNS 9-10: CODE 3K, 3L, 3M OR 30.

c. QUANTITY - COLUMNS 11-16: NUMERIC, NOT ALL ZEROS.

d. VALUE - COLUMNS 17-24: NUMERIC, NOT ALL ZEROS.

e. F OR P CODE - COLUMN 25: CODE "F" OR "P" FOR TRANSACTION CODE "3K. BLANK FOR TRANSACTION CODES "3L", "3M", "30".

f. CONTRACT/GRANT NUMBER - COLUMN IS 26-37: BLANK, NUMERIC AND/OR ALPHA. IF COLUMN 26 IS BLANK, ~~THEN~~ COLUMNS 26-37 MUST ALSO BE BLANK.

COLUMNS 38-45: BLANK

f. INDEX NUMBER - COLUMNS 46-51: NUMERIC. MUST PASS THE MODULUS 11 CHECK DIGIT CALCULATION.

g\* AREA CODE - COLUMNS 52-53: NUMERIC. VALID AREA CODE AND MUST MATCH ONE OF THE AREA CODES ~~CONTAINED ON LOOK-UP~~ TABLE NO. 1.



## CHAPTER 6

## SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.8B continued

COLUMNS 54-58: BLANK

- i. SUB-SUB-ACTIVITY CODE - COLUMNS 59-60: TRANSACTION CODES 3K AND 3L NUMERIC AND MUST MATCH THE SUB-SUB-ACTIVITY CODE CONTAINED ON LOOK-UP TABLE NO. 20 FOR THE SUB-STATION AND USER. REJECT AND LIST ON REPORT NO. 5 AS "INVALID SSA" WHEN THERE IS NO MATCH. TRANSACTION CODES 3M AND 30, BLANK.
- j- CAN - COLUMNS 61-67: TRANSACTION CODES 3K AND 3L. NUMERIC AND MUST MATCH THE CAN CONTAINED ON LOOK-UP TABLE NO. 20 FOR THE SUB-STATION AND USER. REJECT AND LIST ON REPORT NO. 5 AS "INVALID CAN" WHEN THERE IS NO MATCH. BLANK FOR TRANSACTION CODES 3M AND 30.
- k. USER CODE - COLUMNS 68-70: TRANSACTION CODES 3K AND 3L, NUMERIC AND MUST MATCH THE USER CODE CONTAINED ON LOOK-UP TABLE NO. 20 FOR THE SUB-STATION. REJECT AND LIST ON REPORT NO. 5 AS "INVALID U-C" WHEN THERE IS NO MATCH. BLANK FOR TRANSACTION CODES 3M AND 30.
- l. SUB-STATION CODE - COLUMNS 71-72: TRANSACTION CODES 3K AND 3L, NUMERIC AND MUST MATCH ONE OF THE SUB-STATION CODES CONTAINED ON LOOK-UP TABLE NO. 20. REJECT AND LIST ON REPORT NO. 5 AS "INVALID S-S" WHEN NO MATCH. BLANK FOR TRANSACTION CODES 3M AND 30.

COLUMNS 73-86: BLANK

- ln. ISSUE DOCUMENT CODE - COLUMN 87: TRANSACTION CODE 3K ONLY, NUMERIC 1 FOR SCHEDULED ISSUES; NUMERIC 2 FOR OFF-SCHEDULED ISSUED.

COLUMNS 88-91: BLANK

- n. PROCESSING DATE - COLUMNS 92-95: COMPUTER GENERATE THE FISCAL YEAR AND CALENDAR MONTH THAT THE RECORD IS PROCESSED INTO THESE COLUMNS.

COLUMNS 96-103: BLANK

- o. STATION CODE - COLUMNS 104-105: NUMERIC OR PL. MUST MATCH ONE OF THE STATION CODES CONTAINED ON LOOK-UP TABLE NO 1 FOR THE-AREA.

MANAGEMENT SERVICES

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CHAPTER 6

SUPPLY MANAGEMENT - CENTRAL OPERATIONS

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5-6.8B continued

UPDATE SUPPLY DATA BASE MASTER RECORD AND AUXILIARY FILE RECORDS BASED ON THE ACCEPTABLE INPUT TRANSACTIONS. DEVELOP DATA FOR REPORT NO. 1, TRANSACTION COUNT AND REPORT NO. 11, STORES STOCK TRANSACTION REGISTER.

5-6.8B continued

(13) INVENTORY ADJUSTMENT - TRANSACTION CODES 27 (DEBIT) AND 37 (CREDIT)

TRANSACTIONS THAT DO NOT PASS THE EDIT CRITERIA OUTLINED BELOW WILL BE REJECTED AND LISTED ON REPORT NO. 4 FOR ITEMS WITH CODE 27 AND REPORT NO. 5 FOR ITEMS WITH CODE 37. COMPARE INPUT TRANSACTION TO SUPPLY DATA BASE MASTER RECORD ON INDEX NUMBER, STATION CODE AND AREA CODE, IF NO MATCH, REJECT THE INPUT TRANSACTION AND LIST ON REPORT NO. 4 FOR CODE 27 ITEMS AND REPORT NO. 5 FOR CODE 37 ITEMS AS "NO MASTER".

REJECT THE INPUT 37 TRANSACTION IF THE QUANTITY CONTAINED IN THE TRANSACTION WOULD CAUSE A CREDIT QUANTITY CONDITION IN SUPPLY DATA BASE MASTER RECORD AND LIST ON REPORT NO. 5 AS "CREDIT BALANCE". REJECT THE INPUT 37 TRANSACTION IF THERE IS VALUE CONTAINED IN THE TRANSACTION AND THE VALUE DECREASE WOULD CAUSE A CREDIT CONDITION IN SUPPLY DATA BASE MASTER RECORD AND LIST ON REPORT NO. 5 AS "CREDIT BALANCE". IF THE INPUT 37 TRANSACTION QUANTITY AND/OR VALUE WOULD DECREASE THE SUPPLY DATABASE MASTER RECORD QUANTITY OR VALUE TO ZERO BUT NOT THE OTHER, REJECT THE INPUT TRANSACTION AND LIST ON REPORT NO. 5 AS "BALANCE ON HAND";

a. VOUCHER NUMBER

- (1) FISCAL YEAR - COLUMNS 1-2: NUMERIC. MUST BE EQUAL TO THE CURRENT OR PREVIOUS FISCAL YEAR.
- (2) CALENDAR MONTH - COLUMNS 3-4: NUMERIC 01-12.
- (3) SERIAL NO. - COLUMN 5-8: NUMERIC 0001-9999.

b. TRANSACTION CODE - COLUMNS 1-10: CODE 27 OR 37.

c. QUANTITY - COLUMNS 11-16: NUMERIC (ZEROS OR NUMBERS).

d. VALUE - COLUMNS 17-24: BLANK OR NUMERIC (ZEROS OR NUMBERS). IF BLANK THE COMPUTER WILL CALCULATE THE VALUE AS FOLLOWS:

CODE 27 INPUT TRANSACTION: DIVIDE THE SUPPLY DATA BASE MASTER RECORD QUANTITY ON HAND INTO THE SUPPLY DATA BASE MASTER RECORD VALUE ON HAND TO ARRIVE AT AN AVERAGE UNIT COST; MULTIPLY THE AVERAGE UNIT COST TIMES THE QUANTITY CONTAINED IN THE INPUT TRANSACTION TO ARRIVE AT THE VALUE OF THE 27 TRANSACTION. IF AVERAGE UNIT PRICE IS ZERO, USE THE SUPPLY DATA BASE MASTER RECORD LAST PURCHASE PRICE AS THE AVERAGE UNIT COST.

5-6.8B continued

CODE 37 INPUT TRANSACTION: IF THE INPUT TRANSACTION QUANTITY IS EQUAL TO THE SUPPLY DATA BASE MASTER RECORD QUANTITY ON HAND, THE VALUE OF THE 37 TRANSACTION IS THE TOTAL VALUE AS CONTAINED IN SUPPLY DATA BASE MASTER RECORD. IF QUANTITIES ARE NOT EQUAL, DIVIDE THE SUPPLY DATA BASE MASTER RECORD VALUE ON HAND TO ARRIVE AT AN AVERAGE UNIT COST; MULTIPLY THE AVERAGE UNIT COST TIMES THE INPUT TRANSACTION QUANTITY TO ARRIVE AT THE VALUE OF THE 37 TRANSACTION. COMPARE THE CALCULATED ADJUSTMENT, VALUE TO THE RECORD VALUE ON HAND. IF THE CALCULATED ADJUSTMENT VALUE IS GREATER THAN THE RECORD VALUE, USE THE RECORD VALUE AS THE ADJUSTMENT VALUE.

COLUMNS 25-45: BLANK

- e. INDEX NUMBER - COLUMNS 46-51: NUMERIC. MUST PASS THE MODULUS 11 CHECK DIGIT CALCULATION.
- f. AREA CODE - COLUMNS 52-53: NUMERIC. VALID AREA CODE AND MUST MATCH ONE OF THE AREA CODES CONTAINED IN LOOK-UP TABLE NO. 1.

COLUMNS 54-91: BLANK

- g. PROCESSING DATE - COLUMNS 92-95: COMPUTER GENERATE THE FISCAL YEAR AND CALENDAR MONTH THAT THE RECORDS PROCESSED INTO THESE COLUMNS.

COLUMNS 96-103: BLANK

- h. STATION - COLUMNS 104-105: NUMERIC OR PL. MUST MATCH ONE OF THE STATION CODES CONTAINED ON LOOK-UP TABLE NO. 1 FOR THE AREA.

UPDATE SUPPLY DATA BASE MASTER RECORD BASED ON THE ACCEPTABLE INPUT TRANSACTION. DEVELOP DATA FOR REPORT NO. 1, TRANSACTION COUNT AND REPORT NO. 11, STORES STOCK TRANSACTION REGISTER.

## MANAGEMENT SERVICES

### CHAPTER 6

#### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.8B continued

(14) REVERSAL OF INVENTORY ADJUSTMENT - TRANSACTION CODES 2P (CREDIT) AND 3P (DEBIT)

TRANSACTIONS THAT DO NOT PASS THE EDIT CRITERIA OUTLINED BELOW WILL BE REJECTED AND LISTED ON REPORT NO. 4 FOR CODE 2P ITEMS AND REPORT NO. 5 FOR CODE 3P ITEMS. COMPARE INPUT TRANSACTION TO SUPPLY DATA BASE MASTER RECORD ON INDEX NUMBER, STATION CODE AND AREA CODE, IF NO MATCH, REJECT THE INPUT TRANSACTION AND LIST ON REPORT NO. 4 FOR CODE 2P ITEMS AND REPORT NO. 5 FOR 3P ITEMS AS "NO MASTER".

REJECT THE INPUT 2P TRANSACTION IF THE QUANTITY AND/OR VALUE OF THE TRANSACTION WOULD CREATE A CREDIT QUANTITY AND/OR VALUE CONDITION IN SUPPLY DATA BASE MASTER RECORD AND LIST ON REPORT-NO. 4 As "CREDIT BALANCE". REJECT THE INPUT 2P TRANSACTION IF IT WOULD DECREASE THE QUANTITY OR VALUE CONTAINED IN SUPPLY DATA BASE MASTER RECORD TO ZERO BUT NOT THE OTHER AND LIST ON REPORT NO. 4 As "CREDIT BALANCE".

- a. VOUCHER NUMBER
  - (1) FISCAL YEAR - COLUMNS 1-2: NUMERIC; MUST BE EQUAL TO THE CURRENT OR PREVIOUS FISCAL YEAR.
  - (2), CALENDAR MONTH - COLUMNS 3-4: NUMERIC 01-12.
  - (3) SERIAL NO. - COLUMNS 5-8 NUMERIC 0001-9999.
- b. TRANSACTION CODE - COLUMNS 9-10: CODE 2P OR 3P.
- c. QUANTITY - COLUMNS 11-16: NUMERIC (ZEROS OR NUMBERS).
- d. VALUE - COLUMNS 17-24: NUMERIC (ZEROS OR NUMBERS).  
COLUMNS 25-45: BLANK
- e. INDEX NUMBER - COLUMNS 46-51: NUMERIC. MUST PASS THE MODULUS 11 CHECK DIGIT CALCULATION.
- f. AREA CODE - COLUMNS 52-53: NUMERIC. VALID AREA CODE AND MUST MATCH ONE OF THE AREA CODES CONTAINED ON LOOK-UP TABLE NO. 1.  
COLUMNS 54-91: BLANK

5-6.8B continued

- g. PROCESSING DATE - COLUMNS 92-95: COMPUTER GENERATE THE FISCAL YEAR AND CALENDAR MONTH THAT THE RECORD IS PROCESSED INTO THESE COLUMNS.

COLUMNS 96-103: BLANK

- h. STATION CODE -COLUMNS 104-105: NUMERIC OR PL. MUST MATCH ONE OF THE STATION CODES CONTAINED ON LOOK-UP TABLE NO. 1 FOR THE AREA.

UPDATE SUPPLY DATA BASE MASTER RECORD BASED ON THE ACCEPTABLE INPUT TRANSACTIONS. DEVELOP DATA FOR REPORT NO. 1, TRANSACTION COUNT AND REPORT NO. 11, STORES STOCK TRANSACTION REGISTER.

## MANAGEMENT SERVICES

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### CHAPTER 6 SUPPLY MANAGEMENT - CENTRAL OPERATIONS

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5-6.8B continued

(15) BACK ORDER ISSUE TRANSACTIONS - TRANSACTION CODE 31:

- a. BACK ORDER ISSUE TRANSACTIONS ARE COMPUTER GENERATED WHEN THE QUANTITY ON HAND CONTAINED IN THE SUPPLY DATA BASE MASTER IS LESS THAN THE QUANTITY ORDERED ON A "32" ISSUE TRANSACTION OR A "31" B/O ISSUE TRANSACTION. ONLY ONE (1) B/O PER ITEM, PER USER, IS ALLOWED.
- b. MERGE THE AUXILIARY SUPPLY MASTER FILE #1, PENDING BACK ORDER ISSUE FILE, WITH THE CURRENT TRANSACTIONS AT THE START OF EACH PROCESSING. NOTE COMPUTER SEQUENCE OF PROCESSING TRANSACTIONS, 5-6.8A.
- c. WHEN THE QUANTITY CONTAINED IN THE INPUT TRANSACTION CODE 31 IS GREATER THAN THE QUANTITY ON HAND AS CONTAINED IN THE SUPPLY DATABASE MASTER, TAKE THE FOLLOWING ACTION.
  - (1) IF THE QUANTITY ON HAND AS CONTAINED IN THE SUPPLY DATA BASE MASTER IS ZERO (0), REJECT THE BACK ORDER ISSUE TRANSACTION BACK TO THE AUXILIARY SUPPLY MASTER FILE #1.
  - (2) IF PART OF THE QUANTITY IS ISSUED, COMPUTER GENERATE ANOTHER BACK ORDER ISSUE TRANSACTION FOR THE QUANTITY PENDING RELEASE THAT IS NOT AVAILABLE FOR ISSUE.
  - (3) COMPUTER ASSIGN CODE "P" IN COLUMN 25 OF THE PARTIAL BACK ORDER ISSUE AND GENERATE THE ACTUAL QUANTITY ISSUED INTO COLUMNS 38-43.
- d. WHEN THE QUANTITY CONTAINED IN THE INPUT CODE 31 TRANSACTION IS EQUAL TO OR LESS THAN THE QUANTITY ON HAND AS CONTAINED IN THE SUPPLY DATA BASE MASTER, PROCESS THE ISSUE AND ASSIGN CODE "F" TO COLUMN 25 OF THE INPUT TRANSACTION AND THE QUANTITY ISSUED INTO COLUMNS 38-43.

VOUCHER NUMBER

- (1) **FISCAL** YEAR - COLUMNS 1-2: COMPUTER COPIED FROM THE "32" OR "31" TRANSACTION.
- (2) **CALENDAR** MONTH COLUMNS 3-4 : COMPUTER COPIED FROM THE "32" OR "31" ISSUE RECORD.
- (3) SERIAL NUMBER- COLUMNS 5-8 WHEN COMPUTER COPIES FROM A "32" TRANSACTION, ADD FIVE (5) OF THE SERIAL NUMBER. ON A "31" TRANSACTION, COMPUTER COPY AS IS.

5 -6.8B continued

- f. TRANSACTION CODE - COLUMNS 9-10: CODE "31", COMPUTER GENERATED.
- g. QUANTITY BACK ORDERED - COLUMNS 11-16: COMPUTER GENERATED FROM THE "32" OR "31" ISSUE REQUEST.
- h. VALUE - COLUMNS 17-24: CALCULATE AS FOLLOWS WHEN PART OR ALL OF THE QUANTITY BACK ORDERED IS RELEASED FOR ISSUE: IF THE ISSUED QUANTITY IS, EQUAL TO THE SUPPLY DATA BASE MASTER QUANTITY ON HAND, THAN THE ISSUE VALUE WILL BE THE TOTAL VALUE ON HAND AS CONTAINED IN THE SUPPLY DATA BASE MASTER. IF THE QUANTITIES ARE NOT EQUAL, DIVIDE SUPPLY DATA BASE MASTER QUANTITY ON HAND INTO SUPPLY DATA BASE MASTER TOTAL VALUE TO ARRIVE AT AN AVERAGE UNIT COST, MULTIPLY THE AVERAGE UNIT COST TIMES THE QUANTITY ISSUED. COMPARE THE CALCULATED ISSUE VALUE TO THERE RECORD VALUE ON HAND, IF THE CALCULATED VALUE IS GREATER THAN THE RECORD VALUE,USE THE RECORD VALUE AS THE ISSUE VALUE.
- i. F, P, OR N CODE - COLUMN 25: COMPUTER GENERATED BASED ON THE QUANTITY ISSUED.
- j. CONTRACT/GRANT NUMBER - COLUMNS 26-37: COMPUTER COPIED FROM THE "32 OR "31" ISSUE TRANSACTION. MAY BE BLANK.
- k. ACTUAL QUANTITY ISSUED - COLUMNS 38-43: COMPUTER GENERATED WHEN THE QUANTITY ISSUED IS DIFFERENT THAN THE QUANTITY REQUESTED, COLUMNS 11-16.
- l. BACK ORDER CODE - COLUMN 44: (COMPUTER COPIED FROM THE "32" OR "31" TRANSACTION.
- m. QUANTITY ADJUSTED CODE - COLUMN 45: (COMPUTER COPIED FROM THE "32" OR "31" ISSUE TRANSACTION.
- n. INDEX NUMBER - COLUMNS 46-51: COMPUTER COPIED FROM THE "32" OR "31" ISSUE TRANSACTION.
- o. AREA CODE - COLUMNS 52-53: COMPUTER COPIED FROM THE "32" OR "31" ISSUE TRANSACTION.



## MANAGEMENT SERVICES

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### CHAPTER 6 SUPPLY MANAGEMENT - CENTRAL OPERATIONS

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5-6.8B continued

- p. ACCOUNT CODE - COLUMN 54: COMPUTER COPIED FROM THE STATION MASTER RECORD.  
COLUMNS 55-58: BLANK.
- q. SUB-SUB-ACTIVITY CODE - COLUMNS 59-60: COMPUTER COPIED FROM THE "32" OR "31" ISSUE TRANSACTION.
- r. CAN - COLUMNS 61-67: COMPUTER COPIED FROM THE "32" OR "31" ISSUE TRANSACTION.
- s. USER CODE - COLUMNS 68-70: COMPUTER COPIED FROM THE "32" OR "31" ISSUE TRANSACTION.
- t. SUB STATION CODE - COLUMNS 71-72: COMPUTER COPIED FROM THE "32" OR "31" ISSUE TRANSACTION.
- u. DATE OF REQUEST - COLUMNS 73-78: COMPUTER COPIED FROM THE "32" OR "31" ISSUE TRANSACTION.
- v. REQUEST NUMBER - COLUMNS 79-86: COMPUTER COPIED FROM THE "32" OR "31" ISSUE TRANSACTION.
- w. TYPE OF ISSUE REQUEST - COLUMN 87: COMPUTER COPIED FROM THE "32" OR "31" ISSUE TRANSACTION.  
COLUMNS 88-91: BLANK
- x. PROCESSING DATE - COLUMNS 92-95: COMPUTER GENERATE THE FISCAL YEAR AND CALENDAR MONTH THAT THE RECORD IS PROCESSED INTO THESE COLUMNS.  
COLUMNS 96-103: BLANK
- y. STATION CODE - COLUMNS 104-105: COMPUTER COPIED FROM THE "32" OR "31" ISSUE TRANSACTION.
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## MANAGEMENT SERVICES

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### CHAPTER 6 SUPPLY MANAGEMENT - CENTRAL OPERATIONS

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5-6.8B continued

(16) CANCEL PENDING BACK ORDER - TRANSACTION CODE 3J

- a. REJECT THE INPUT "35" TRANSACTION AND LIST ON REPORT NO. 5 AS "NO MATCH" WHEN THE INPUT TRANSACTION CONTROL FIELDS DO NOT MATCH ANY OF THE RECORDS CONTAINED IN THE AUXILIARY SUPPLY MASTER FILE #1.
- b. REJECT THE INPUT "3J" TRANSACTION AND LIST ON REPORT NO. 5 AS "NO MATCH" WHEN THE INPUT TRANSACTION CONTAINS INVALID DATA IN THE CONTROL FIELDS AS OUTLINED BELOW.
- c. CANCELLED "31" BACK ORDERS ARE TO BE LISTED ON REPORT NO. 5, AS "B/O CANCELLED" IN THE REMARKS COLUMN AND DELETED FROM AUXILIARY MASTER FILE #1.
- d. CONTROL FIELDS
  - (1) TRANSACTION CODE - COLUMNS 9-10: CODE "3J"
  - (2) INDEX NUMBER - COLUMNS 46-51: NUMERIC. MUST PASS THE MODULUS 11 CHECK DIGIT CALCULATION.
  - (3) AREA CODE - COLUMNS 52-53: NUMERIC MUST MATCH AREA BEING PROCESSED.
  - (4) USER CODE - COLUMNS 68-70: NUMERIC. MUST MATCH THE USER CODE CONTAINED ON LOOK-UP TABLE NO. 20 FOR THE SUB-STATION.
  - (5) SUB-STATION - COLUMNS 71-72: NUMERIC AND MUST MATCH ONE OF THE SUB-STATION CODES CONTAINED ON LOOK-UP TABLE NO. 20.
  - (6) STATION CODE - COLUMNS 104-105: NUMERIC OR PL. MUST MATCH STATION BEING-PROCESSED.

5-6.8B continued

(17) DIRECT ISSUE RECEIPT - TRANSACTION CODES 02, 04, 05 AND 06

TRANSACTIONS THAT DO NOT PASS THE EDIT CRITERIA OUTLINED BELOW WILL BE REJECTED AND LISTED ON REPORT NO. 2, INVALID/REJECTED DIRECT ISSUE TRANSACTIONS.

a. VOUCHER NUMBER

- (1) FISCAL YES - COLUMNS 1-2: NUMERIC. MUST BE EQUAL TO THE CURRENT OR PREVIOUS FISCAL YEAR,
- (2) CALENDAR Nni - COLUMNS 3-4: NUMERIC 01-12.
- (3) SERIAL NO. - COLUMNS -8: NUMERIC 0001-9999.

b. TRANSACTION CODE - COLUMNS 9-10: CODE 02, 04, 05 OR 06.c. NUMBER LINE ITEMS - COLUMNS 11-16: NUMERIC, NOT ALL ZEROS.d. VALUE - COLUMNS 17-24: NUMERIC, NOT ALL ZEROS.

COLUMNS 25-51: BLANK

e. AREA CODE - COLUMNS 52-53: NUMERIC. VALID AREA CODE AND MUST MATCH ONE OF THE AREA CODES COM'AINED ON LOOK-UP TABLE NO. 1.f. ACCOUNT CODE - COLUMN 54: NUMERIC. MUST MATCH ONE OF THE ACCOUNT CODES CONTAINED ON LOOK-UP TABLE NO. 4.g. OBJECT/SUBOBJECT CODE - COLUMNS 55-58: NUMERIC/ALPHA. MUST MATCH ONE OF THE OBJECT/SUBOBJECT CODES CONTAINED ON LOOK-UP TABLE NO. 4 FOR THE ACCOUNT CODE CONTAINED IN COLUMN 54.h. SUB-SUB-ACTIVITY CODE - COLUMNS 59-60: NUMERIC OR BLANK.

5-6.8B continued

i. CAN - COLUMNS 61-67: NUMERIC, NOT ALL ZEROS.

5 USER CODE - COLUMNS 68-70: NUMERIC, NOT ALL ZEROS.

COLUMNS 71-90: BLANK

k. SOURCE CODE - COLUMN 91: NUMERIC OR ALPHA. MUST MATCH ONE OF THE SOURCE CODES CONTAINED ON, LOOK-UP TABLE NO. 5.

li' PROCESSING DATE - COLUMNS 92-95: COMPUTER GENERATE THE FISCAL YEAR AND CALENDAR MONTH THAT THE RECORD IS PROCESSED INTO THESE COLUMNS.

COLUMN 96: BLANK

m. PURCHASE ORDER NUMBER - COLUMNS 97-103: NUMERIC/ALPHA, NOT ALL ZEROS, OR ALL BLANKS. MAY BE BLANK FOR TRANSACTION CODES 04, 05 AND 06.

n. STATION CODE - COLUMN 104-105: NUMERIC OR PL. MUST MATCH ONE OF THE STATION CODES CONTAINED ON LOOK-UP TABLE NO. 1 AREA.

UPDATE AUXILIARY RECORDS BASED ON THE ACCEPTABLE INPUT TRANSACTIONS. DEVELOP DATA FOR REPORT NO. 1, TRANSACTION COUNT; AND REPORT NO. 10A, LISTING OF DIRECT ISSUE TRANSACTIONS.

5-6.8B continued

(18) REVERSAL OF DIRECT ISSUE RECEIPT - TRANSACTION CODES OK, OM, ON AND OO

TRANSACTIONS THAT DO NOT PASS THE EDIT CRITERIA OUTLINED BELOW WILL BE REJECTED AND LISTED ON REPORT NO. 2, INVALID/REJECTED DIRECT ISSUE TRANSACTIONS.

a. VOUCHER NUMBER

(1) FISCAL YEAR - COLUMNS 1-2: NUMERIC. MUST BE EQUAL TO THE CURRENT OR PREVIOUS FISCAL YEAR.  
y; CALENDAR MONTH - COLUMNS 3-4: NUMERIC 01-12.  
SERIAL NO. - COLUMNS 5-8 NUMERIC 0001-9999.

b. TRANSACTION CODE - COLUMNS 9-10: CODE OK, OM, ON OR OO.c. NUMBER LINE ITEMS - COLUMNS 11-16: NUMERIC, NOT ALL ZEROS.d. VALUE - COLUMNS 17-24: NUMERIC, NOT ALL ZEROS.

COLUMNS 25-51: BLANK

e. AREA CODE - COLUMNS 52-53: NUMERIC. VALID AREA CODE AND MUST MATCH ONE OF THE AREA CODES  
CONTAINED ON LOOK UP TABLE No. 1.f. ACCOUNT CODE - COLUMN 54: NUMERIC. MUST MATCH ONE OF THE ACCOUNT CODES CONTAINED ON LOOK-UP  
TABLE NO. 4.g. OBJECT/SUBOBJECT CODE - COLUMNS 55-58: NUMERIC/ALPHA. MUST MATCH ONE OF THE OBJECT/SUBOBJECT  
CODES CONTAINED IN TABLE NO. 4 FOR THE ACCOUNT CODE CONTAINED IN COLUMN 54.h. SUB-SUB-ACTIVITY CODE - COLUMNS 59-60: NUMERIC.i. CAN - COLUMNS 61-67: NUMERIC, NOT ALL ZEROS.

5-6.8B continued

(18) REVERSAL OF DIRECT ISSUE RECEIPT - TRANSACTION CODES OK, OM, ON AND OO

TRANSACTIONS THAT DO NOT PASS THE EDIT CRITERIA OUTLINED BELOW WILL BE REJECTED AND LISTED ON REPORT NO. 2, INVALID/REJECTED DIRECT ISSUE TRANSACTIONS.

a. VOUCHER NUMBER

(1) FISCAL YEAR - COLUMNS 1-2: NUMERIC. MUST BE EQUAL TO THE CURRENT OR PREVIOUS FISCAL YEAR.  
y; CALENDAR MONTH - COLUMNS 3-4: NUMERIC 01-12.  
SERIAL NO. - COLUMNS 5-8 NUMERIC 0001-9999.

b. TRANSACTION CODE - COLUMNS 9-10: CODE OK, OM, ON OR OO.c. NUMBER LINE ITEMS - COLUMNS 11-16: NUMERIC, NOT ALL ZEROS.d. VALUE - COLUMNS 17-24: NUMERIC, NOT ALL ZEROS.

COLUMNS 25-51: BLANK

e. AREA CODE - COLUMNS 52-53: NUMERIC. VALID AREA CODE AND MUST MATCH ONE OF THE AREA CODES  
CONTAINED ON LOOK UP TABLE No. 1.f. ACCOUNT CODE - COLUMN 54: NUMERIC. MUST MATCH ONE OF THE ACCOUNT CODES CONTAINED ON LOOK-UP  
TABLE NO. 4.g. OBJECT/SUBOBJECT CODE - COLUMNS 55-58: NUMERIC/ALPHA. MUST MATCH ONE OF THE OBJECT/SUBOBJECT  
CODES CONTAINED IN TABLE NO. 4 FOR THE ACCOUNT CODE CONTAINED IN COLUMN 54.h. SUB-SUB-ACTIVITY CODE - COLUMNS 59-60: NUMERIC.i. CAN - COLUMNS 61-67: NUMERIC, NOT ALL ZEROS.

5-6.8B continued

j- USER CODE - COLUMNS 68-70: NUMERIC, NOT ALL ZEROS.

COLUMNS 71-90: BLANK

k. SOURCE CODE - COLUMN 91: NUMERIC OR ALPHA. MUST MATCH ONE OF THE SOURCE CODES CONTAINED ON LOOK-UP TABLE NO. 5.

l. PROCESSING DATE - COLUMN 92-95: COMPUTER GENERATE THE FISCAL YEAR AND CALENDAR MONTH THAT THE RECORD IS PROCESSED INTO THESE COLUMNS.

COLUMNS 96-103: BLANK

m. STATION CODE - COLUMNS 104-105: NUMERIC OR PL. MUST MATCH ONE OF THE STATION CODES CONTAINED ON LOOK-UP TABLE NO. 1 FOR THE AREA.

UPDATE AUXILIARY MASTER RECORDS BASED ON THE ACCEPTABLE INPUT TRANSACTIONS. DEVELOP DATA FOR REPORT NO. 1, TRANSACTION COUNT; AND REPORT NO. 10A, LISTING OF DIRECT ISSUE TRANSACTIONS.





## CHAPTER 6

**SUPPLY MANAGEMENT - CENTRAL OPERATIONS**

5-6.8C RECORD LAYOUT CON'T

SECOND DUE IN FIELDS												THIRD DUE IN FIELDS												SUPPLY											
QUANTITY DUE IN			DUE IN VALUE		PURCHASE ORDER NUMBER		DUE IN DATE			DUE IN			PURCHASE ORDER NUMBER			DUE IN DATE			SUB-SUB-ACT			CALLS			QTY			MONTH - 1			MONTH - 2				
435	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250		
436	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250		
437	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250		
438	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250		
439	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250		
440	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250		
441	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250		
442	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250		
443	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250		
444	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250		
445	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250		
446	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250		
447	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250		
448	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250		
449	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250		
450	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250		
451	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250		
452	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250		

CON'T SUPPLY MASTER RECORD - FILE

CON'T SUPPLY MASTER RECORD - FILE

[illegible]

CON'T SUPPLY MASTER RECORD - FILE

MONTH - 11		MONTH - 12		STORAGE LOC CODE	STANDARD PACK QUANTITY	DUE OUT QUANTITY																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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CON'T. SUPPLY MASTER RECORD - FILE

5-6.8D UPDATE OF LOCAL SUPPLY MASTER RECORD FILES

SUPPLY MASTER RECORD IS ESTABLISHED BASED ON ACCEPTABLE INPUT TRANSACTIONS 4A'S, ESTABLISH AREA NEW ITEM AND 5A'S ESTABLISH STATION NEW ITEM.

- ( 1) AREA CODE - COLUMNS 1-2: VALID AREA CODE.
- ( 2) STATION CODE - COLUMNS 3-4: A0 FOR AREA ONLY MASTERS. VALID STATION CODE FOR STATION MASTERS.
- ( 31) INDEX NUMBER - COLUMNS 5-10: VALID INDEX NUMBER.
- ( 41) DESCRIPTION -COLUMNS 11-70: ESTABLISH BASED ON ACCEPTABLE 4A INPUT TRANSACTION. CHANGE/UPDATE BASED ON ACCEPTABLE 4C INPUT TRANSACTION THAT CONTAINS DESCRIPTION DATA.
- ( 51) DATE ESTABLISHED - COLUMNS 71-74: ESTABLISH FISCAL YEAR AND CALENDAR MONTH BASED ON DATE CONTAINED IN 4A AND 5A INPUT TRANSACTION. UPDATE WHEN THERE IS AN AREA UNIT OF ISSUE CHANGE. FLAG CHANGED DATE.
- ( 61) AREA UNIT OF ISSUE - COLUMNS 75-76: ESTABLISH BASED ON ACCEPTABLE 4A INPUT TRANSACTION. CHANGE/UPDATE BASED ON ACCEPTABLE 4C INPUT TRANSACTION THAT CONTAINS UNIT OF ISSUE DATA.
- ( 71) NATIONAL STOCK NUMBER - COLUMNS 77-90: ESTABLISH BASED ON ACCEPTABLE 4A INPUT TRANSACTION. CHANGE/UPDATE BASED ON ACCEPTABLE 4C INPUT TRANSACTION THAT CONTAINS NATIONAL STOCK NUMBER DATA AND WHEN THE ORDER NUMBER FIELD IN A 5C TRANSACTION CONTAINS A VALID NATIONAL STOCK NUMBER.
- ( 8) ACCOUNT CODE - COLUMN 91: ESTABLISH BASED ON ACCEPTABLE 4A INPUT TRANSACTION. CHANGE/UPDATE BASED ON ACCEPTABLE 4C INPUT TRANSACTION THAT CONTAINS AN ACCOUNT CODE. COMPUTER MUST GENERATE DUMMY INPUT ADJUSTMENTS, 37 AND 27, WHEN THERE IS AN ACCOUNT CODE CHANGE TO DECREASE THE PRESENT ACCOUNT AND INCREASE THE NEW ACCOUNT. COMPUTER GENERATED ADJUSTMENT TRANSACTIONS WILL USE VOUCHER NUMBER AS FOLLOWS: CURRENT FISCAL YEAR, ACCOUNTING MONTH, AND SERIAL NUMBER 2737.
- ( 91) OBJECT AND SUBOBJECT CODE - COLUMNS 92-95: ESTABLISH BASED ON ACCEPTABLE 4A INPUT TRANSACTIONS. CHANGE/UPDATE BASED ON ACCEPTABLE 4C INPUT TRANSACTIONS THAT CONTAINS OBJECT AND SUBOBJECT DATA.

5-6.8D continued

- (10) CATEGORY CODE - COLUMN 96: ESTABLISH BASED ON ACCEPTABLE 4A INPUT TRANSACTIONS: CHANGE/UPDATE BASED ON ACCEPTABLE 4C TRANSACTIONS.
- (11) ORDER NUMBER - COLUMNS 97-110: ESTABLISH BASED ON ACCEPTABLE 5A INPUT TRANSACTION, MAY BE BLANK: CHANGE/UPDATE BASED ON ACCEPTABLE 5C INPUT TRANSACTION THAT CONTAINS ORDER NUMBER DATA.
- (12) SOURCE CODE - COLUMN 111: ESTABLISH BASED ON ACCEPTABLE 5A INPUT TRANSACTION. CHANGE/UPDATE BASED ON ACCEPTABLE 5C TRANSACTION THAT CONTAINS A SOURCE CODE.
- (13) LEAD TIME MONTHS - COLUMNS 112-113: ESTABLISH BASED ON ACCEPTABLE 5A INPUT TRANSACTION. ~~CHANGE/UPDATE BASED ON ACCEPTABLE 5C~~ INPUT TRANSACTION THAT CONTAINS LEAD TIME MONTHS DATA.
- (14) SOURCE UNIT OF ISSUE - COLUMNS 114-115: ESTABLISH BASED ON ACCEPTABLE 5A INPUT TRANSACTION. MAY BE BLANK ~~CHANGE/UPDATE BASED ON ACCEPTABLE 5C INPUT TRANSACTION THAT CONTAINS SOURCE UNIT OF ISSUE DATA.~~
- (15) OLD REVIEW POINT QUANTITY - COLUMNS 116-120: DROP OUT AT THE BEGINNING OF THE MONTHLY PROCESSING ~~AND MOVE THE PREVIOUS MONTHS CURRENT REVIEW POINT QUANTITY,~~ COLUMNS 126-130 INTO THE OLD REVIEW POINT QUANTITY FIELD. I.E., CURRENT MONTHS REVIEW POINT QUANTITY BECOMES NEXT MONTHS OLD REVIEW POINT QUANTITY. LEAVE BLANK FOR ITEMS WITH TYPE CODE "P" OR "R", COLUMN 135.
- (16) PROJECTED AVERAGE MONTHLY ISSUE QUANTITY - COLUMNS 121-125: PAMIQ IS ESTABLISHED, UPDATED AND/OR CHANGED AS FOLLOWS:
- a. ESTABLISHED - BASED ON AN ACCEPTABLE 5A INPUT TRANSACTION. DIVIDE THE REVIEW POINT MONTHS (LEAD TIME MONTHS PLUS SAFETY STOCK MONTHS EQUAL REVIEW POINT MONTHS INTO THE REVIEW POINT QUANTITY CONTAINED IN THE INPUT TRANSACTION TO ARRIVE AT THE PAMIQ. HALF ADJUST AND ROUND OFF TO WHOLE NUMBERS.
- EXAMPLE:  
RPM 3.5 : RPQ 12 =3.43  
3.43 + .50 HALF ADJUSTED=PAMIQ 3

## MANAGEMENT SERVICES

### CHAPTER 6 SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6,8D continued

- b. UPDATED - UPDATE MONTHLY (LAST PROCESSING FOR THE MONTH) BY TAKING 90% OF THE PREVIOUS MONTHS PAMIQ PLUS 10% OF THE CURRENT MONTHS ISSUE QUANTITY TO ARRIVE AT THE CURRENT MONTHS PAMIQ. IF THE ITEM HAS BEEN IN THE SYSTEM 12 MONTHS OR LESS, UPDATE BY TAKING 60% OF THE PREVIOUS MONTH'S PAMIQ PLUS 40% OF THE CURRENT MONTH'S ISSUE QUANTITY TO ARRIVE AT THE CURRENT MONTH PAMIQ. HALF ADJUST AND ROUND OFF TO WHOLE NUMBERS.

EXAMPLE:

PREVIOUS MONTHS PAMIQ 38 x 90% = 34.20:

CURRENT MONTHS USAGE 14 x 10% = 1.40

HALF ADJUST- .50 -

TOTAL 36.10

CURRENT MONTHS PAMIQ OF 36

- c. CHANGED - TE CURRENT MONTHS PAMIQ IS CHANGED BASED ON AN ACCEPTABLE 5C INPUT TRANSACTION THAT CHANGES THE CURRENT REVIEW POINT QUANTITY. DIVIDE THE REVIEW POINT MONTHS (LEAD TIME MONTHS + SAFETY STOCK MONTHS) INTO THE REVIEW POINT QUANTITY TO ARRIVE AT THE NEW PAMIQ.

(17) CURRENT REVIEW POINT QUANTITY - COLUMNS 126 - 130: CURRENT RPQ IS ESTABLISHED, UPDATED AND/OR CHANGES AS FOLLOWS:

- a. ESTABLISHED - BASED ON AN ACCEPTABLE 5A INPUT TRANSACTION.
- b. UPDATED - UPDATE MONTHLY (LAST PROCESSING FOR THE MONTH) EXCEPT FOR ITEMS WITH TYPE CODE "P" IN COLUMN 135. REVIEW POINT MONTHS (LEAD TIME MONTHS PLUS SAFETY STOCK MONTHS) TIMES THE CURRENT MONTHS PAMIQ EQUALS CURRENT RPQ. HALF ADJUST AND ROUND OFF TO WHOLE NUMBERS.

EXAMPLE:

RPM 3.5 x CURRENT PAMIQ 36 = 126.00

HALF ADJUST .50

TOTAL 126.50

CURRENT RPQ OF 126

5-6.8D continued

- c. CHANGED - THE CURRENT REVIEW POINT QUANTITY IS CHANGED BASED ON AN ACCEPTABLE 5C INPUT TRANSACTION THAT CONTAINS RPQ DATA.
- (181) SAFETY STOCK MONTHS - COLUMNS 131-132: SAFETY STOCK MONTHS IS COMPUTER GENERATED AS 1.0 FOR EACH ITEM.
- (19) EOQ TABLE - COLUMNS 133-134: EOQ TABLE TO USE FOR THE STATION AND IS ESTABLISHED AND/OR CHANGED BASED ON ADVISE FROM THE AREA AS TO THE APPROPRIATE EOQ TABLE TO BE USED FOR THE STATION.
- (201) EOQ TYPE CODE - COLUMN 135: ESTABLISHED BASED ON AN ACCEPTABLE 5A INPUT TRANSACTION. CHANGE/UPDATE BASED ON AN ACCEPTABLE 5C INPUT TRANSACTION THAT CONTAINS TYPE CODE DATA.
- (21) EOQ MODIFIERS
- a. MONTHS OF SUPPLY MODIFIER - COLUMNS 136-137: ITEMS WITH TYPE CODE "C" REQUIRE MONTHS OF SUPPLY MODIFIER ESTABLISH BASED ON ACCEPTABLE 5A INPUT TRANSACTIONS WITH TYPE CODE "C". CHANGE/UPDATE BASED ON ACCEPTABLE SC INPUT TRANSACTIONS WITH TYPE CODE "C". DELETE WHEN THE ACCEPTABLE 5C INPUT TRANSACTION CONTAINS EOQ TYPE CODE A, B, D, F, P Q, R, OR Y.
- b. QUANTITY I@DIFIER - COLUMNS 138-141: ITEM WITH TYPE CODE "B" REQUIRE QUANTITY MODIFIER. ESTABLISH BASED ON ACCEPTABLE 5A INPUT TRANSACTIONS WITH TYPE CODE "B". CHANGE / UPDATE BASED ON ACCEPTABLE 5C INPUT TRANSACTIONS WITH TYPE CODE "B". DELETE WHEN THE ACCEPTABLE SC INPUT TRANSACTION CONTAINS EOQ TYPE CODE A, C, D, F, P, Q, R, OR Y.
- c. ACTION MONTH(S) MODIFIER - COLUMNS 142-146:  
COLUMN 142 - 1ST QUARTER, MONTHS 1-3  
COLUMN 143 - 2ND QUARTER, MONTHS 4-6  
COLUMN 144 - 3RD QUARTER, MONTHS 7-9  
COLUMNS 145-146 - 4TH QUARTER, MONTHS 10-12
- THERE CANNOT BE MORE THAN ONE (1) ACTION MONTH PER QUARTER.

## 5-6.8D continued

ITEMS WITH TYPE CODE "D", "Q", OR "Y" REQUIRE ACTION MONTH(S) MODIFIER. ESTABLISH BASED ON ACCEPTABLE 5A INPUT TRANSACTIONS WITH TYPE CODE "D", "Q", OR "Y". CHANGE/UPDATE BASED ON ACCEPTABLE 5C INPUT TRANSACTIONS WITH TYPE CODE "D", "Q", OR "Y". DELETE WHEN THE ACCEPTABLE 5C INPUT TRANSACTION CONTAINS EQ TYPE CODE A, B, C, F, P OR R.

- (22) LAST ISSUE DATE - COLUMNS 147-150: LATEST FISCAL YEAR AND CALENDAR MONTH THAT THE ITEM HAD A RECURRING ISSUE. CHANGE/UPDATE BASED ON ACCEPTABLE 32 INPUT TRANSACTION WITH THE FISCAL YEAR AND CALENDAR MONTH CONTAINED IN THE VOUCHER NUMBER.
- (23) VENDOR NAME - COLUMNS 151-165: -ESTABLISH BASED ON-AN ACCEPTABLE 5A INPUT TRANSACTION. MAY BE BLANK. CHANGE/UPDATE BASED ON AN ACCEPTABLE 5C INPUT TRANSACTION THAT CONTAINS VENDOR NAME.
- (24) LAST PURCHASE PRICE - COLUMNS 166-171: ESTABLISH BASED ON THE UNIT COST CONTAINED IN THE ACCEPTABLE 5A INPUT TRANSACTION CHANGE/UPDATE BASED ON AN ACCEPTABLE 5C INPUT TRANSACTION THAT CONTAINS UNIT COST DATA AND WHEN AN ACCEPTABLE 22, 24, 25 OR 26 INPUT TRANSACTION CONTAINS THE SAME SOURCE CODE AS CONTAINED IN THE SUPPLY DATABASE MASTER
- (25) TOTAL VALUE - COLUMNS 172-179: - VALUE OF THE INVENTORY QUANTITY ON HAND. TOTAL VALUE IS INCREASED OR DECREASED BASED ON EACH OF THE FOLLOWING TYPES OF TRANSACTIONS:
  - a. TRANSACTION CODES 22, 24, 25 OR 26, INCREASE BY THE VALUE CONTAINED IN THE INPUT RECORD.
  - b. TRANSACTION CODE 27 INCREASE AS FOLLOWS: IF THE INPUT TRANSACTION CONTAINS DATA IN THE VALUE FIELD, INCREASE TOTAL VALUE BY THAT AMOUNT. IF THE VALUE FIELD OF THE INPUT TRANSACTION IS BLANK, DIVIDE THE TOTAL QUANTITY ON HAND INTO THE TOTAL VALUE TO ARRIVE AT A UNIT COST. MULTIPLY THE UNIT COST TIMES THE QUANTITY CONTAINED IN THE INPUT TRANSACTION AND INCREASE TOTAL VALUE BY THAT AMOUNT. IF UNIT COST EQUALS ZEROS, USE THE LAST PURCHASE PRICE AS THE UNIT COST.
  - c. TRANSACTION CODE 3P, INCREASE-BY THE VALUE CONTAINED IN THE INPUT TRANSACTION.
  - d. TRANSACTION CODE 3K, 3L, 3M, OR 3O, INCREASE BY THE VALUE CONTAINED IN THE INPUT TRANSACTION.

5-6.8D continued

- e. TRANSACTION CODES 2K, 2M, 2N, 20, OR 2P, DECREASE TOTAL VALUE BY THE VALUE CONTAINED IN THE INPUT TRANSACTION. REJECT THE INPUT TRANSACTION IF THE DECREASE WOULD CREATE A CREDIT TOTAL VALUE. REJECT INPUT TRANSACTION IF THERE WOULD REMAIN A TOTAL VALUE AMOUNT WITHOUT ANY QUANTITY ON HAND.
  - f. TRANSACTION CODE 37 DECREASE AS FOLLOWS: IF THE INPUT TRANSACTION CONTAINS DATA IN THE VALUE FIELD, DECREASE TOTAL VALUE BY THAT AMOUNT. REJECT THE INPUT TRANSACTION IF THE DECREASE WOULD CREATE A CREDIT TOTAL VALUE. REJECT THE INPUT TRANSACTION IF THERE WOULD REMAIN A TOTAL VALUE AMOUNT WITHOUT ANY QUANTITY ON HAND. IF THE INPUT TRANSACTION VALUE FIELD IS BLANK AND THE QUANTITY CONTAINED IN THE INPUT TRANSACTION EQUALS THE TOTAL QUANTITY ON HAND, DECREASE THE TOTAL VALUE BY THE AMOUNT CONTAINED THEREIN. IF THE QUANTITY CONTAINED IN THE INPUT TRANSACTION DOES NOT EQUAL THE TOTAL QUANTITY ON HAND, DIVIDE THE TOTAL QUANTITY ON HAND INTO THE TOTAL VALUE TO ARRIVE AT A UNIT COST AND MULTIPLY THE UNIT COST TIMES THE QUANTITY CONTAINED IN THE INPUT TRANSACTION AND DECREASE TOTAL VALUE BY THAT AMOUNT. COMPARE THE CALCULATED VALUE TO THE RECORD VALUE, IF THE CALCULATED VALUE IS GREATER THAN THE RECORD VALUE, DECREASE THE RECORD VALUE BY THE VALUE CONTAINED THERE IN.
  - g\* TRANSACTION CODES 31, 32, 33, 34, OR 36 DECREASE AS FOLLOWS: IF THE QUANTITY CONTAINED IN THE INPUT TRANSACTION EQUALS TOTAL QUANTITY ON HAND DECREASE THE TOTAL VALUE BY THE AMOUNT CONTAINED THERE IN. IF THE QUANTITY CONTAINED IN THE INPUT TRANSACTION DOES NOT EQUAL THE TOTAL QUANTITY ON HAND, DIVIDE THE TOTAL QUANTITY ON HAND INTO THE TOTAL VALUE TO ARRIVE AT AN ISSUE UNIT COST TIMES THE QUANTITY CONTAINED IN THE INPUT TRANSACTION AND DECREASE TOTAL VALUE BY THAT AMOUNT. COMPARE THE CALCULATED VALUE TO THE RECORD VALUE, IF THE CALCULATED VALUE IS GREATER THAN THE RECORD VALUE, DECREASE THE RECORD VALUE BY THE VALUE CONTAINED THERE IN.
- (26) QUANTITY ON HAND FIELD COLUMNS 180-185: QUANTITY ON HAND FIELD IS INCREASED OR DECREASED BASED ON THE FOLLOWING INPUT TRANSACTIONS.
- a. INCREASE - INPUT TRANSACTION CODES 22, 24, 25, 26, 27, 3P, 3K, 3L, 3M OR 30 INCREASE THE QUANTITY ON HAND FIELD BY THE QUANTITY CONTAINED IN THE INPUT TRANSACTION.

## MANAGEMENT SERVICES

### CHAPTER 6 SUPPLY MANAGEMENT - CENTRAL OPERATIONS

#### 5-6.8D continued

- b. DECREASE - INPUT TRANSACTION CODES 2K, 2M, 2N, 20, 2P, 37, 31, 32, 33, 34 OR 36, DECREASE QUANTITY ON HAND FIELD BY THE QUANTITY CONTAINED IN THE INPUT TRANSACTION. REJECT THE INPUT TRANSACTION IF THE DECREASE WOULD CREATE A CREDIT TOTAL QUANTITY ON HAND CONDITION.

#### (27) DUE IN FIELDS

	<u>QUANTITY</u>	<u>VALUE</u>	<u>P.O. NO.</u>	<u>DUE DATE</u>	<u>SUB-SUB-ACT</u>
(1) COLUMNS	186-191	192-199	Z00-206	207-212	213-214
(2) COLUMNS	215-220	221-228	229-235	236-241	242-243
(31) COLUMNS	244-249	250-257	258-264	265-270	271-272

ESTABLISH/REDUCE/CANCEL DUE INS BASED ON THE FOLLOWING INPUT TRANSACTIONS.

- a. ESTABLISH - INPUT TRANSACTION CODES 12, 14, 15, 16 ESTABLISH A DUE IN BASED ON THE QUANTITY, VALUE PURCHASE ORDER NUMBER, DUE DATE (MONTH-DAY-YEAR) AND SUB-SUB-ACTIVITY CONTAINED IN THE INPUT TRANSACTION REJECT IF THERE IS NO BLANK DUE IN FIELD AVAILABLE.
- b. REDUCE - INPUT TRANSACTION CODES 22, 24, 25, 26 THAT CONTAIN A "T" CODE IN COLUMN 25, REDUCE THE DUE IN QUANTITY AND VALUE BY THE QUANTITY AND VALUE AMOUNTS CONTAINED IN THE INPUT TRANSACTION WHEN THE PURCHASE ORDER NUMBER CONTAINED IN THE INPUT TRANSACTION MATCHES ONE OF THE PURCHASE ORDER NUMBERS CONTAINED IN ONE OF THE DUE IN FIELDS, REJECT THE INPUT TRANSACTION WHEN THERE IS A MATCH ON PURCHASE ORDER NUMBERS AND THE INPUT TRANSACTION QUANTITY AND/OR VALUE WOULD REDUCE THE DUE IN FIELD QUANTITY AND/OR VALUE TO ZERO (0).
- c. INPUT TRANSACTION CODES 22 24 25 OR 26 THAT CONTAIN AN "F" CODE IN COLUMN 25, CANCEL THE TOTAL DUE IN FIELD WHEN THE PURCHASE ORDER NUMBER CONTAINED IN THE INPUT TRANSACTION MATCHES ONE OF THE PURCHASE ORDER NUMBERS CONTAINED IN ONE OF THE DUE IN FIELDS.
- d. CANCEL - INPUT TRANSACTION CODES 1K, 1M, 1N OR 10 CANCEL THE TOTAL DUE IN FIELD WHEN THE PURCHASE ORDER NUMBER CONTAINED IN THE INPUT TRANSACTION MATCHES ONE OF THE PURCHASE ORDER NUMBERS CONTAINED IN ONE OF THE DUE IN FIELDS. REJECT THE INPUT TRANSACTION WHEN THERE IS NO MATCH ON PURCHASE ORDER NUMBERS.



5-6.8D continued

(28) STOREROOM ISSUES (RECURRING) BY MONTH

<u>MONTH</u>		<u>NO. CALLS</u>	<u>QUANTITY</u>	<u>MONTH</u>		<u>NO. CALLS</u>	<u>QUANTITY</u>
1	COLUMNS	273-275	276-281	7	COLUMNS	327-329	330-335
2	"	282-284	285-290	8	"	336-338	339-344
3	"	291-293	294-299	9	"	345-347	348-353
4	"	300-302	303-308	10	"	354-356	357-362
5	"	309-311	312-317	11	"	363-365	366-371
6	"	318-320	321-326	12	"	372-374	375-380

NOTE: WHEN THERE IS A UNIT OF ISSUE CHANGE, DROP NUMBER CALLS AND QUANTITY FROM ALL MONTHS.

- a. MONTH 1 IS THE CURRENT ACCOUNTING MONTH. DROP MONTH 12, NUMBER CALLS AND QUANTITY, FROM THE RECORD AND MOVE ALL OTHER MONTHS TO THE RIGHT ONE MONTH AT THE BEGINNING OF EACH MONTH'S PROCESSING.
- b. INPUT TRANSACTIONS WITH CODE 31 OR 32 - ADD THE QUANTITY CONTAINED IN THE INPUT TRANSACTION TO THE APPROPRIATE MONTH QUANTITY AND ADD ONE (1) FOR EACH TRANSACTION TO THE NUMBER OF CALLS. IF QUANTITY IS ZERO (CODE N) FLAG THE APPROPRIATE MONTH IN ORDER THAT THE QUANTITY ISSUED AS PRINTED ON REPORT NO. 13 CAN BE ASTERICKED.
- c. INPUT TRANSACTIONS WITH CODE 3K - SUBTRACT THE QUANTITY CONTAINED IN THE INPUT TRANSACTION FROM THE APPROPRIATE MONTH QUANTITY AND SUBTRACT ONE (1) FOR EACH TRANSACTION FROM THE NUMBER OF CALLS. IF CREDIT ANSWER, MAKE MONTH QUANTITY ZERO.
- d. APPROPRIATE MONTH DETERMINATION - ASSUME THAT THE CURRENT ACCOUNTING MONTH IS SEPTEMBER (09). IF THE MONTH CONTAINED IN THE VOUCHER NUMBER OF THE INPUT TRANSACTION IS 09, THEN THE APPROPRIATE MONTH WOULD BE MONTH 1 OR CURRENT MONTH. IF THE MONTH CONTAINED IN THE VOUCHER NUMBER OF THE INPUT TRANSACTION IS 07, THEN THE APPROPRIATE MONTH WOULD BE MONTH 3, ETC.

## MANAGEMENT SERVICES

### CHAPTER 6

#### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.8D continued

(29) STORAGE LOCATION CODE - COLUMN 381:

- a. ESTABLISH BASED ON VALID CODE BEING CONTAINED IN A 5A INPUT TRANSACTION. CHANGE/UPDATE BASED ON VALID CODE BEING CONTAINED IN A SC INPUT TRANSACTION.

(30) STANDARD PACK QUANTITY - COLUMNS 382-386:

- a. ESTABLISH BASED ON NUMERIC DATA 1-99999 BEING CONTAINED IN A "5A" INPUT TRANSACTION. MAY BE BLANK.
- b. CHANGE WHEN THE "5C" INPUT TRANSACTION CONTAINS NUMERIC 1-99999.
- c. DELETE WHEN THE "5C" INPUT TRANSACTION CONTAINS NUMERIC 00000.

(31) DUE OUT QUANTITY - COLUMNS 387-392:

- a. INCREASE WHEN A "31" BACK ORDER ISSUE TRANSACTION IS ESTABLISHED.
- b. DECREASE WHEN A "31" BACK ORDER ISSUE TRANSACTION IS RELEASED FOR ISSUE.
- c. DECREASE WHEN A "3J" CANCEL BACK ORDER ISSUE TRANSACTION IS PROCESSED.

COMPUTER SUPPLY MASTER RECORD IS DELETED BASED ON ACCEPTABLE 5D INPUT TRANSACTION, DELETE STATION MASTER AND 4D INPUT TRANSACTION, DELETE AREA MASTER.

## 5-6.8E RECORD LAYOUTS

[illegible]

# MANAGEMENT SERVICES

## CHAPTER 6

### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.8E RECORD LAYOUTS CON'T

AREA CODE				BLANK				SUB-STATION CODE				USER/PROGRAM CODE				SUB-SUB-ACT				ACCOUNT CODE				RECURRING STOCK ISSUE VALUES				NON-REC STOCK ISSUE VALUES				DIRECT ISSUE VALUES				SCH. STOCK REQUESTS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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UNSC. STOCK REQUESTS				DIRECT ISSUE ITEMS			
MENTS		LINE ITEMS		DOCUMENTS		LINE ITEMS	
YEAR TO DATE	CUR. MONTH	YEAR TO DATE	CUR. MONTH	YEAR TO DATE	CUR. MONTH	YEAR TO DATE	CUR. MONTH
1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32
33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48
49	50	51	52	53	54	55	56
57	58	59	60	61	62	63	64
65	66	67	68	69	70	71	72
73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88
89	90	91	92	93	94	95	96
97	98	99	100	101	102	103	104
105	106	107	108	109	110	111	112
113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128
129	130	131	132	133	134	135	136
137	138	139	140	141	142	143	144
145	146	147	148	149	150	151	152
153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168
169	170	171	172	173	174	175	176
177	178	179	180	181	182	183	184
185	186	187	188	189	190	191	192
193	194	195	196	197	198	199	200

CON'T YEAR-TO-DATE ISSUE DATA FILE FY-XX

## **CHAPTER 6**

**SUPPLY MANAGEMENT - CENTRAL OPERATIONS**

5-6.8E RECORD LAYOUTS CON'T

AREA CODE	STATION CODE	SUB-STATION	PRE-ESTABLISHED	USER CODE	LEVEL	USER	INDEX NUMBER	RECURRING ISSUE QUANTITY BY MONTH																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
								MONTH-1	MONTH-2	MONTH-3	MONTH-4	MONTH-5	MONTH-6	MONTH-7	MONTH-8	MONTH-9	MO																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
1	2	3	4	5	6	7	8	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	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DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	QTY	NO. DOC.	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ISSUE VALUES BY FISCAL YEAR											
NTH -10	MONTH -11	MONTH -12	CURRENT FISCAL YEAR		PREVIOUS FISCAL YEAR		PREVIOUS/PREV FISCAL YEAR				

5-6.8E RECORD LAYOUTS CONT

DUE IN DATE			TRANSACTION CODE	QUANTITY	VALUE		BLANK	INDEX NUMBER	AREA CODE	ACCOUNT CODE	BLANK	SUB-SUB-ACT	BLANK
C-M	C-D	C-Y			\$	¢							
1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24	25	26	27	28
29	30	31	32	33	34	35	36	37	38	39	40	41	42
43	44	45	46	47	48	49	50	51	52	53	54	55	56
57	58	59	60	61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80	81	82	83	84
85	86	87	88	89	90	91	92	93	94	95	96	97	98
99	100	101	102	103	104	105	106	107	108	109	110	111	112
113	114	115	116	117	118	119	120	121	122	123	124	125	126
127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154
155	156	157	158	159	160	161	162	163	164	165	166	167	168
169	170	171	172	173	174	175	176	177	178	179	180	181	182
183	184	185	186	187	188	189	190	191	192	193	194	195	196
197	198	199	200	201	202	203	204	205	206	207	208	209	210

LOCAL HISTORY RECORDS FILE - TRANSACTIONS: 12, 14, 15, 16, 1K, 1M, 1N AND 1O

PROC. DATE			PURCHASE ORDER NUMBER	BLANK
FY	C-M	BLANK		
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31	32	33	34	35
36	37	38	39	40
41	42	43	44	45
46	47	48	49	50
51	52	53	54	55
56	57	58	59	60
61	62	63	64	65
66	67	68	69	70
71	72	73	74	75
76	77	78	79	80
81	82	83	84	85
86	87	88	89	90
91	92	93	94	95
96	97	98	99	100
101	102	103	104	105
106	107	108	109	110
111	112	113	114	115
116	117	118	119	120
121	122	123	124	125
126	127	128	129	130
131	132	133	134	135
136	137	138	139	140
141	142	143	144	145
146	147	148	149	150
151	152	153	154	155
156	157	158	159	160
161	162	163	164	165
166	167	168	169	170
171	172	173	174	175
176	177	178	179	180
181	182	183	184	185
186	187	188	189	190
191	192	193	194	195
196	197	198	199	200

CON'T LOCAL HISTORY RECORDS FILE

MANAGEMENT SERVICES

CHAPTER 6

SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.8E RECORD LAYOUTS CONT

VOUCHER NUMBER			TRANS. CODE	QUANTITY	VALUE		EXP. DATE	BLANK	INDEX NUMBER	AREA CODE	ACCOUNT CODE	BLANK	SUB. SUB. ACT	BLANK
FY	CM	SERIAL NO.			\$	P								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75

LOCAL HISTORY RECORDS FILE - TRANSACTIONS: 22, 24, 25, 26, 2K, 2M, 2N, 2O, 27 AND 2P.

BLANK										PROC. DATE		PURCHASE ORDER NUMBER	STATION CODE
SOURCE CODE		FY	CM										
1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24	25	26	27	28
29	30	31	32	33	34	35	36	37	38	39	40	41	42
43	44	45	46	47	48	49	50	51	52	53	54	55	56
57	58	59	60	61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80	81	82	83	84
85	86	87	88	89	90	91	92	93	94	95	96	97	98
99	100	101	102	103	104	105	106	107	108	109	110	111	112
113	114	115	116	117	118	119	120	121	122	123	124	125	126
127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154
155	156	157	158	159	160	161	162	163	164	165	166	167	168
169	170	171	172	173	174	175	176	177	178	179	180	181	182

CON'T LOCAL HISTORY RECORDS FILE

# MANAGEMENT SERVICES

## CHAPT.

### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

#### 5-6.8B RECORD LAYOUTS CON'T

VOUCHER NUMBER			TRANS. CODE	QUANTITY	VALUE		CONTRACT/GRANT NUMBER	ACTUAL QUANTITY ISSUED	INDEX NUMBER	AREA CODE	SUB-SUB-ACT	CAN	USER CODE	SUB-STATION CODE	MONTH	DAY	DATE OF REQ.
FY	CM	SERIAL NO.			\$	F.P.N CODE											
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54
55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72
73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90

LOCAL +\SIORV RECORDS FILE - TRANSACTIONS: 31, 32, 33, 34, 36, 3K, 3L, 3M, 3O, 37 AND 3P

REQUEST NUMBER		TYPE OF REQUEST POSTING CODE	PROC. DATE		STATION CODE
YEAR			FY	CM	
1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31	32	33	34	35	36
37	38	39	40	41	42
43	44	45	46	47	48
49	50	51	52	53	54
55	56	57	58	59	60
61	62	63	64	65	66
67	68	69	70	71	72
73	74	75	76	77	78
79	80	81	82	83	84
85	86	87	88	89	90
91	92	93	94	95	96
97	98	99	100	101	102
103	104	105	106	107	108
109	110	111	112	113	114
115	116	117	118	119	120
121	122	123	124	125	126
127	128	129	130	131	132
133	134	135	136	137	138
139	140	141	142	143	144
145	146	147	148	149	150

COAT LOCAL HISTORY RECORDS FILE



## MANAGEMENT SERVICES

## CHAPTER 1

### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

**5-6.8E** RECORD LAYOUTS CON'T

FY		CM		SERIAL NO.		TRANS. CODE		NUMBER LINE ITEMS		VALUE		BLANK																				AREA CODE		ACCOUNT CODE		OBJECT CODE		SUB-OBJECT CODE		SUB-SUB-ACT		CAN		USER CODE																														
										\$																																																																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75

LOCAL HISTORY RECORDS FILE - TRANSACTIONS: 02, 04, 05, 06, 0K, 0M, 0N AND 00

BLANK										SOURCE CODE		PRCC. DATE		PURCHASE ORDER NUMBER		STATION CODE	
										FY		CM		BLANK			
26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	
43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	
CON'T LOCAL HISTORY RECORDS FILE.																	

## MANAGEMENT SERVICES

### CHAPT.

#### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

##### 5-6.8F UPDATE OF PENDING BACK ORDER ISSUE FILE

- ( 1) A PENDING BACK ORDER ISSUE IS ESTABLISHED WHEN THE QUANTITY REQUESTED IN THE PRE-POSTED ISSUE TRANSACTION, CODE 32, IS GREATER THAN THE QUANTITY ON HAND AS CONTAINED IN THE SUPPLY DATA BASE MASTER.
- ( 2) REJECT THE NEWLY ESTABLISHED BACK ORDER ISSUE TRANSACTION AND LIST ON REPORT NO. 5 AS "B/O ON FILE" WHEN THERE IS A MATCH WITH AN EXISTING BACK ORDER ISSUE TRANSACTION ON FILE ON AREA CODE, STATION CODE, INDEX NUMBER, SUB-STATION CODE AND USER CODE.
- ( 3) UPDATE THE PENDING BACK ORDER ISSUE TRANSACTION WHEN PART OF THE QUANTITY ON BACK ORDER IS AVAILABLE FOR
- ( 4) CANCEL THE PENDING BACK ORDER ISSUE AND LIST ON REPORT NO. 5 AS "B/O CANCELLED", WHEN THERE IS A MATCH ON AREA, STATION, INDEX NUMBER, SUB-STATION AND USER CODE WITH A "3J" INPUT TRANSACTION.

5-6.8G UPDATE OF YEAR-TO-DATE ISSUE DATA FILE FY-XX

- ( 1) YEAR-TO-DATE ISSUE DATA IS ESTABLISHED AND UPDATED BASED ON AREA CODE, SUB STATION CODE, USER CODE, SUB-SUB-ACTIVITY CODE AND ACCOUNT CODE. ESTABLISH WHEN THERE IS NOT A MATCH WITH INPUT "31", "32", "33", "3K", "3L", "02", "04", "05", "06", "OK", "OM", "ON", "00" TRANSACTIONS. UPDATE WHEN THERE IS A MATCH WITH THOSE INPUT TRANSACTIONS.
- ( 2) YEAR-TO-DATE ISSUE DATA IS FOR THE PERIOD OCTOBER - SEPTEMBER. START A NEW FILE EACH OCTOBER FOR THE CURRENT FISCAL YEAR. MAINTAIN FILES FOR THE CURRENT FISCAL YEAR, PREVIOUS FISCAL YEAR AND PREVIOUS/PREVIOUS FISCAL YEAR.
- ( 3) AREA CODE - COLUMNS 1-2: AREA CODE IS CONTAINED IN COLUMNS 52-53 OF THE INPUT TRANSACTIONS.
- (4) BLANK - COLUMNS 3-4
- ( 5) SUB-STATION CODE - COLUMNS 5-6: SUB-STATION CODE IS CONTAINED IN COLUMNS 71-72 OF THE INPUT STOCK ISSUE TRANSACTIONS AND COLUMNS 104-105 OF THE DIRECT ISSUE TRANSACTIONS.
- ( 6) USER CODE - COLUMN 7-9: USER CODE IS CONTAINED IN COLUMNS 68-70 OF THE INPUT TRANSACTIONS.
- ( 7) SUB-SUB-ACTIVITY CODE - COLUMNS 10-11: SUB-SUB-ACTIVITY CODE IS CONTAINED IN COLUMNS 59-60 OF THE INPUT TRANSACTIONS.
- ( 8) ACCOUNT CODE - COLUMNS 12: ACCOUNT CODE IS COMPUTER GENERATED INTO THE INPUT STOCK ISSUE TRANSACTIONS, COLUMN 54, FROM THE SUPPLY MASTER RECORD. DIRECT ISSUE TRANSACTIONS CONTAIN ACCOUNT CODE IN COLUMN 54.
- ( 9) RECURRING STOCK ISSUE VALUES
  - a. CURRENT MONTH - COLUMNS 13-22: WHEN THE TRANSACTION CODE IS "31" OR "32", ADD THE TRANSACTION ISSUE VALUE TO THE CURRENT MONTH RECURRING ISSUE VALUES. WHEN THE TRANSACTION CODE IS "3K", SUBTRACT THE TRANSACTION ISSUE VALUE FROM THE CURRENT MONTH RECURRING ISSUE VALUES. ZERO OUT AT THE BEGINNING OF EACH MONTH'S PROCESSING. VALUE IS CONTAINED IN COLUMNS 17-24 OF THE INPUT TRANSACTION.

5-6.8G continued

- b. YEAR-TO-DATE - COLUMNS 23-32: WHEN THE TRANSACTION CODE IS "31" OR "32" ADD THE TRANSACTION ISSUE VALUE. WHEN THE TRANSACTION CODE IS "3K", SUBTRACT THE TRANSACTION ISSUE VALUE. VALUE IS CONTAINED IN COLUMNS 17-24 OF THE INPUT TRANSACTION.
- (10) NON RECURRING STOCK ISSUE VALUE (Y-T-D) - COLUMNS 33-42: WHEN THE TRANSACTION CODE IS "33", ADD THE TRANSACTION ISSUE VALUE. WHEN THE TRANSACTION CODE IS "3L", SUBTRACT THE TRANSACTION ISSUE VALUE. VALUE IS CONTAINED IN COLUMNS 17-24 OF THE INPUT TRANSACTION.
- (11) DIRECT ISSUE VALUE
- a. CURRENT MONTH - COLUMNS 43-52: WHEN THE TRANSACTION CODE IS "02", "04", "06" OR "06", ADD THE TRANSACTION VALUE TO THE CURRENT MONTH DIRECT ISSUE VALUE. WHEN THE TRANSACTION CODE IS "OK", "OM", "ON" OR "OO", SUBTRACT THE TRANSACTION-VALUE FROM THE CURRENT MONTH DIRECT ISSUE VALUE. ZERO OUT AT THE BEGINNING OF EACH MONTH'S PROCESSING. VALUE IS CONTAINED IN COLUMNS 17-24 OF THE INPUT TRANSACTION.
- b. YEAR-TO-DATE - COLUMNS 53-62: WHEN THE TRANSACTIONS CODE IS "02", "04", "05", OR "06", ADD THE TRANSACTION VALUE TO THE YEAR-TO-DATE DIRECT ISSUE VALUE. WHEN THE TRANSACTION CODE IS "OK", "OM", "OW", OR "OO", SUBTRACT THE TRANSACTION VALUE FROM THE YEAR-TO-DATE DIRECT ISSUE VALUE. VALUE IS CONTAINED IN COLUMNS 17-24 OF THE INPUT TRANSACTION.
- (12) SCHEDULED STOCK REQUEST
- a. LINE ITEMS
- (1) CURRENT MONTH - COLUMNS 63-66: ADD ONE (1) FOR EACH TRANSACTION WHEN THE TRANSACTION CODE IS A "32" AND THERE IS A CODE "1" IN COLUMN 87. SUBTRACT ONE (1) FOR EACH TRANSACTION WHEN THE TRANSACTION CODE IS A "3K" AND THERE IS A CODE "1" IN COLUMN 87. ZERO OUT AT THE BEGINNING OF EACH MONTH'S PROCESSING.

## MANAGEMENT SERVICES

### SUPPLY MANAGEMENT CENTRAL OPERATIONS

5-6.8G continued

- (2) YEAR-TO-DATE- COLUMNS 67-71: ADD ONE (1) FOR EACH TRANSACTION WHEN THE TRANSACTION CODE  
SUBTRACT ONE (1) FOR EACH TRANSACTION  
WHEN THE TRANSACTION CODE IS A "3K" AND THERE IS A CODE "1" IN COLUMN 87.

#### b. DOCUMENTS

- (1) CURRENT MONTH - COLUMNS 72-74: NUMBER OF DIFFERENT DOCUMENTS PROCESSED IN THE CURRENT MONTH. ADD ONE (1) FOR EACH DIFFERENT VOUCHER NUMBER WHEN THE VOUCHER NUMBER IS FOR THE CURRENT MONTH, THE TRANSACTION CODE IS A "32" AND THERE IS A CODE "1" IN COLUMN 87. ZERO OUT AT THE BEGINNING OF EACH MONTH'S PROCESSING.
- (2) YEAR-TO-DATE 75-78: SAME AS FOR CURRENT MONTH, EXCEPT DO NOT ZERO OUT AT THE

#### (13) UNSCHEDULED STOCK REQUEST

##### a. LINE ITEMS

- (1) CURRENT MONTH - COLUMNS 79-82: ADD ONE (1) FOR EACH TRANSACTION WHEN THE TRANSACTION CODE IS A "32" AND THERE IS A CODE "2" IN COLUMN 87. SUBTRACT ONE (1) FOR EACH TRANSACTION WHEN THE TRANSACTION CODE IS A "3K" AND THERE IS A CODE "2" IN COLUMN 87. ZERO OUT AT THE BEGINNING OF EACH MONTH'S PROCESSING.
- (2) YEAR-TO-DATE - COLUMNS 83-87: SAME AS FOR CURRENT MONTH, EXCEPT DO NOT ZERO OUT AT THE BEGINNING OF THE MONTH.

##### b. DOCUMENTS

- (1) CURRENT MONTH - COLUMNS 88-90: NUMBER OF DIFFERENT OFF SCHEDULE DOCUMENTS PROCESSED. ADD ONE (1) EACH DIFFERENT VOUCHER NUMBER WHEN THE VOUCHER NUMBER IS FOR THE CURRENT MONTH, THE TRANSACTION CODE IS A "32" AND THERE IS A CODE "2" IN COLUMN 87. ZERO OUT AT THE BEGINNING OF EACH MONTH'S PROCESSING.

5-6.8G continued

- (2) YEAR-TO-DATE - COLUMNS 91-94: SAME AS FOR CURRENT MONTH, EXCEPT DO NOT ZERO OUT AT THE BEGINNING OF THE MONTH.
- (14) NUMBER LINE ITEMS- ZERO (0) ISSUED - COLUMNS 95-98: ADD ONE (1) FOR EACH TRANSACTION WHEN THE TRANSACTION CODE IS A "32" AND THERE IS A CODE "N" IN COLUMN 25.
- (15) NUMBER LINE ITEMS PARTIAL ISSUE - COLUMNS 99-102: ADD ONE (1) FOR EACH TRANSACTION WHEN THE TRANSACTION CODE IS A "32" AND THERE IS A CODE "P" IN COLUMN 25. SUBTRACT ONE (1) FOR EACH TRANSACTION WHEN THE TRANSACTION CODE IS A "3K" AND THERE IS A CODE "P" IN COLUMN 25.
- (16) NUMBER LINE ITEMS BACK ORDERED - COLUMNS 103-106: ADD ONE (1) FOR EACH TRANSACTION WHEN THE TRANSACTION CODE IS A "32" AND THERE IS A CODE "B" IN COLUMN 44.
- (17) NUMBER LINE ITEMS ADJUSTED - COLUMNS 107-110: ADD ONE (1) FOR EACH TRANSACTION WHEN THE TRANSACTION CODE IS A "32" AND THERE IS A CODE "A" IN COLUMN 45.
- (18) DIRECT ISSUE ITEMS
- a. LINE ITEMS
- (1) CURRENT MONTH - COLUMNS 111-114: WHEN THE TRANSACTION CODE IS A "02", "04", "05", OR "06", ADD NUMBER LINE ITEMS CONTAINED IN COLUMNS 11-17 OF THE INPUT TRANSACTION. WHEN THE TRANSACTION CODE IS AN "OK", "OM", "ON", OR "00", SUBTRACT THE NUMBER LINE ITEMS CONTAINED IN COLUMNS 11-17 OF THE INPUT TRANSACTION. ZERO OUT AT THE BEGINNING OF EACH MONTH'S PROCESSING.
- (2) YEAR-TO-DATE COLUMNS 115-119: SAME AS FOR CURRENT MONTH, EXCEPT DO NOT ZERO OUT AT THE BEGINNING OF THE MONTH

5-6.8G continued

b. DOCUMENTS

- (1) CURRENT MONTH - COLUMNS 120-122: NUMBER OF DIFFERENT DIRECT ISSUE DOCUMENTS. ADD ONE (1) FOR EACH DIFFERENT VOUCHER NUMBER WHEN THE TRANSACTION CODE IS AN "02", "04", "05", OR "06". SUBTRACT ONE (1) FOR EACH DIFFERENT VOUCHER NUMBER WHEN THE TRANSACTION CODE IS AN "OK", "OM", "ON", OR "00". ZERO OUT AT THE BEGINNING OF EACH MONTH'S PROCESSING.
- (2) YEAR-TO-DATE - COLUMNS 123-126: SAME AS FOR CURRENT MONTH, EXCEPT DO NOT ZERO OUT AT THE BEGINNING OF THE MONTH.

5-6.8H UPDATE OF LOCAL STOCK ISSUE BOOK MASTERS

- (1) UPDATE THE ISSUE BOOK MASTER WHEN THE INPUT TRANSACTION 31, 32, 3K, OR 5B, MATCHES AN EXISTING ISSUE BOOK MASTER ON AREA CODE, STATION CODE, SUB-STATION CODE, USER CODE AND INDEX NUMBER.
- (2) ESTABLISH AN ISSUE BOOK MASTER WHEN THE INPUT TRANSACTION 31, 32, OR 5B, DOES NOT MATCH AN EXISTING BOOK MASTER ON FILE
- (3) DELETE THE ISSUE BOOK MASTER WHEN THERE IS NO MATCH WITH SUPPLY MASTER RECORD ON AREA CODE, STATION CODEN AND INDEX NUMBER OR WHEN THE 12 MONTHS ISSUE FIELDS ARE ALL ZERO AND THERE IS NO PREESTABLISHED USER LEVEL.
- (4) RECORD DATA
  - a. AREA CODE - COLUMNS 1-2: AREA CODE IS CONTAINED IN COLUMNS 52-53 OF ACCEPTABLE INPUT TRANSACTION CODES 31, 32, 3K AND 5B.
  - b. STATION CODE - COLUMNS 3-4: STATION CODE IS CONTAINED IN COLUMNS 104-105 OF ACCEPTABLE INPUT TRANSACTION CODES 31, 32, 3K AND 5B.
  - c. SUB-STATION CODE - COLUMNS 5-6: SUB-STATION CODE IS CONTAINED IN COLUMNS 71-72 OF ACCEPTABLE INPUT TRANSACTION CODES 31, 32, 3K AND 5B.
  - d. USER LEVEL - COLUMNS 7-10: USER LEVEL IS CONTAINED IN COLUMNS 13-16 OF ACCEPTABLE INPUT TRANSACTION CODE 5B. UPDATE THE PREESTABLISHED USER LEVEL BASED ON THE ACCEPTABLE 5B TRANSACTION.
  - e. USER CODE - COLUMNS 11-13: USER CODE IS CONTAINED IN COLUMNS 68-70 OF ACCEPTABLE INPUT TRANSACTION CODES 31, 32, 3K AND 5B.
  - f. INDEX NUMBER - COLUMNS 14-19: INDEX NUMBER IS CONTAINED IN COLUMNS 46-51 OF ACCEPTABLE INPUT TRANSACTION CODES 31, 32, 3K AND 5B.
  - g. ISSUE DATA BY MONTH: THE QUANTITY OF AN ITEM ISSUED TO THE USER BY MONTH AND THE NUMBER OF DOCUMENTS INVOLVED. RECORD COLUMNS ARE:



5-6.8H continued

<u>MONTH</u>	<u>NO. DOC.</u>	<u>QUANTITY</u>	<u>MONTH</u>	<u>NO. DOC.</u>	<u>QUANTITY</u>
1	20-21	22-25	7	56-57	58-61
2	26-27	28-31	8	62-63	64-67
3	32-33	34-37		9 68-69	70-73
4	38-39	40-43	10	74-75	76-79
5	44-45	46-49	11	80-81	82-85
6	50-51	52-55	12	86-87	88-91

- (1) MONTH 1 IS THE CURRENT ACCOUNT MONTH. DROP MONTH 12, NUMBER DOCUMENTS AND QUANTITY, FROM THE RECORD AND MOVE ALL OTHER MONTHS TO RIGHT ONE MONTH AT THE BEGINNING OF EACH MONTH'S PROCESSING.
  - (2) CODE 31 INPUT TRANSACTIONS - ADD THE QUANTITY CONTAINED IN THE INPUT TRANSACTION, COLUMNS 38-43, TO THE APPROPRIATE MONTH QUANTITY.
  - (3) CODE 32 INPUT TRANSACTIONS - ADD THE QUANTITY CONTAINED IN THE INPUT TRANSACTION, COLUMNS 38-43, TO THE APPROPRIATE MONTH QUANTITY AND ADD ONE (1) TO THE NUMBER OF DOCUMENTS, FOR EACH TRANSACTION.
  - (4) CODE 3K INPUT TRANSACTIONS - SUBTRACT THE QUANTITY CONTAINED IN THE INPUT TRANSACTION, COLUMNS 11-16, FROM THE APPROPRIATE MONTH QUANTITY AND SUBTRACT ONE (1) FROM THE NUMBER OF DOCUMENTS FOR EACH TRANSACTION. IF NEGATIVE ANSWER, MAKE QUANTITY AND NUMBER OF DOCUMENTS ZERO.
  - (5) APPROPRIATE MONTH DETERMINATION - ASSUME THAT THE CURRENT ACCOUNTING MONTH IS SEPTEMBER IF THE MONTH CONTAINED IN THE VOUCHER NUMBER COLUMNS 3-4, OF THE INPUT 32 OR 3K TRANSACTION IS 09 THEN THE APPROPRIATE WOULD BE MONTH 1 IF THE MONTH CONTAINED IN THE VOUCHER NUMBER IS 07, THEN THE APPROPRIATE MONTH WOULD BE MONTH 3, ETC.
- h. ISSUE VALUES BY FISCAL YEAR - VALUE OF RECURRING STOCK ISSUE VALUES TO THE USER FOR A 3-YEAR PERIOD.

5-6.8H continued

- (1) CURRENT FISCAL YEAR - COLUMNS 92-99: ACCUMULATE THE ISSUE VALUE FOR THE CURRENT FISCAL YEAR. TRANSACTION CODES 31 OR 32, ADD THE VALUE CONTAINED IN COLUMNS 17-24 OF THE INPUT TRANSACTION. TRANSACTION CODE 3K, SUBTRACT THE VALUE CONTAINED IN COLUMNS 17-24 OF THE INPUT TRANSACTION.
- (2) PREVIOUS FISCAL YEAR - COLUMNS 100-107: AT THE BEGINNING OF OCTOBER PROCESSING EACH YEAR, MOVE THE PREVIOUS FISCAL YEAR ISSUE VALUE INTO THE PREVIOUS-PREVIOUS FISCAL YEAR ISSUE VALUE FIELD AND MOVE THE CURRENT ISSUE VALUE FIELD INTO THE PREVIOUS FISCAL YEAR FIELD.
- (3) PREVIOUS-PREVIOUS FISCAL YEAR - COLUMNS 108-115: AT THE BEGINNING OF OCTOBER PROCESSING EACH YEAR REPLACE THE PREVIOUS-PREVIOUS FISCAL YEAR ISSUE VALUE WITH THE PREVIOUS FISCAL YEAR ISSUE VALUE.

## MANAGEMENT SERVICES

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### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

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#### 5-6.8I RECORD CONVERSION FOR TRANSMITTAL TO DPSC

TRANSACTIONS THAT PASS THE LOCAL EDITS AND UPDATES ARE THE ONLY RECORDS THAT ARE TO BE CONVERTED AND TRANSMITTED TO DPSC FOR FURTHER PROCESSING.

##### (1) ESTABLISH AREA MASTER - TRANSACTION CODE 4A

- a. CATEGORY CODE - COLUMN 59: ACCOUNT CODE 1, IF CATEGORY CODE IS "N" OR "R" CONVERT AS IS; ALL OTHER ACCOUNT CODE 1 ITEMS, CONVERT TO NUMERIC 0. ALL OTHER ACCOUNT CODES, LEAVE COLUMN 59 BLANK ON CONVERSION.
- b. CONVERT REST OF RECORD SAME AS INPUT.

##### (2) CHANGE TO AREA MASTER - TRANSACTION CODE 4C

- a. CATEGORY CODE - COLUMN 59: IF THERE IS DATA IN COLUMN 59, CONVERT AS FOLLOWS:, ACCOUNT CODE 1 ITEMS, IF CATEGORY CODE IS "N" OR "R" CONVERT AS IS; ALL OTHER ACCOUNT CODE 1 ITEMS CONVERT TO NUMERIC 0. ALL OTHER ACCOUNT CODES, LEAVE COLUMN 59 BLANK ON CONVERSION.
- b. CONVERT REST OF RECORDS SAME AS INPUT.

##### (3) DELETE AREA MASTER - TRANSACTION CODE 4D

- a. SAME AS INPUT RECORD.

##### (4) ESTABLISH STATION MASTER - TRANSACTION CODE 5A

- a. DELETE STANDARD PACK QUANTITY, COLUMNS 96-100, ON CONVERSION.
- b. CONVERT REST OF RECORDS SAME AS INPUT.

##### (5) CHANGE TO STATION MASTER - TRANSACTION CODE 5C

- a. DELETE STANDARD PACK QUANTITY, COLUMNS 96-100, ON CONVERSION.
- b. CONVERT REST OF RECORD SAME AS INPUT.

5-6.8I continued

(6) DELETE STATION MASTER - TRANSACTION CODE SD

a: SAME AS INPUT.

(7) USER LEVEL CHANGE/DELETE/ESTABLISH - TRANSACTION CODE 5B

a. SAME AS INPUT.

(8) ESTABLISH DUE IN - TRANSACTION CODES 12, 14, 15, & 16

a. DELETE PROCESSING DATE, COLUMNS 92-95, ON CONVERSION.

b. CONVERT REST OF RECORD SAME AS INPUT

(9) REVERSAL OF DUE, IN - TRANSACTION CODES 1K, 1M, 1N & 1O

a. SAME AS INPUT.

(10) STORES STOCK RECEIPT - TRANSACTION CODES 22, 24, 25 & 26

a. DELETE PROCESSING DATE, COLUMNS 92-95, ON CONVERSION.

b. CONVERT REST OF RECORD SAME AS INPUT.

(11) REVERSAL OF STORES STOCK RECEIPT - TRANSACTION CODES 2K, 2M, 2N & 2O

a. DELETE PROCESSING DATE, COLUMNS 92-95, ON CONVERSION.

b. CONVERT REST OF RECORD SAME AS INPUT.

(12) STORES STOCK ISSUES - TRANSACTION CODES 32, 33; 34 & 36

a. TRANSACTION CODES 33, 34 AND 36 DELETE PROCESSING DATE, COLUMNS 92-95, ON CONVERSION. CONVERT REST OF RECORD SAME AS INPUT.

5-6.8I continued

b. TRANSACTION CODE 32, CONVERT AS FOLLOWS:

- (1) CONVERT QUANTITY ISSUED FROM RECORD COLUMNS 38-43 INTO COLUMNS 11-16.
- (2) CONVERT "F", "P" OR "N" CODE, COLUMN 25, AS COMPUTER ASSIGNED OR AS ASSIGNED IN THE INPUT RECORD.
- (3) DELETE BACK ORDER CODE, COLUMN 44, ON CONVERSION.
- (4) DELETE QUANTITY ADJUSTED CODE, COLUMN 45, ON CONVERSION.
- (5) DELETE DATE OF REQUEST, COLUMNS 73-78, ON CONVERSION.
- (6) DELETE REQUEST NUMBER, COLUMNS 79-86, ON CONVERSION.
- (7) DELETE TYPE OF ISSUE REQUEST, COLUMN 87, ON CONVERSION.
- (8) DELETE POSTING CODE, COLUMN 88, ON CONVERSION.
- (9) DELETE PROCESSING DATE, COLUMNS 92-95, ON CONVERSION.
- (10) CONVERT REST OF RECORDS SAME AS INPUT.

(13) REVERSAL OF STORES STOCK ISSUE - TRANSACTION CODES 3K, 3L, 3M AND 30

- a. TRANSACTION CODES 3L, 3M AND 30, DELETE PROCESSING DATE, COLUMNS 92-95 ON CONVERSION. CONVERT REST OF RECORD SAME AS INPUT.
- b. TRANSACTION CODE 3K, CONVERT AS FOLLOWS:
  - (1) DELETE "F" OR "P" CODE, COLUMN 25, ON CONVERSION.
  - (2) DELETE TYPE OF ISSUE CODE, COLUMN 87, ON CONVERSION

5-6.8I continued

(3) DELETE PROCESSING DATE, COLUMNS 92-95, ON CONVERSION.

(4) CONVERT REST OF RECORD SAME AS INPUT.

(14) INVENTORY ADJUSTMENT - TRANSACTION CODES 27 AND 37

a. DELETE PROCESSING DATE, COLUMNS 92-95, ON CONVERSION.

b. CONVERT REST OF RECORD SAME AS INPUT.

(15) REVERSAL OF INVENTORY ADJUSTMENT - TRANSACTION CODES 2P AND 3P

a. DELETE PROCESSING DATE, COLUMNS 92-95, ON CONVERSION.

b. CONVERT REST OF RECORD SAME AS INPUT.

(16) DIRECT ISSUE RECEIPTS- TRANSACTION CODES 02, 04, 05 AND 06

a. DELETE PROCESSING DATE, COLUMNS 92-95, ON CONVERSION.

b. CONVERT REST OF RECORD SAME AS INPUT.

(17) REVERSAL OF DIRECT ISSUE RECEIPT - TRANSACTION CODES OK, OM, ON AND 00

a. DELETE PROCESSING DATE, COLUMNS 92-95, ON CONVERSION.

b. CONVERT REST OF RECORD SAME AS INPUT.

(18) BACK ORDER ISSUE - TRANSACTION CODE 31

a. CHANGE THE TRANSACTION CODE, COLUMNS 9-10, FROM "31 TO "32".

b. CONVERT THE QUANTITY ISSUED FROM COLUMNS 38-43 TO COLUMNS 11-16.

5-6.8I continued

- c. CONVERT THE "F" OR "P" CODE, COLUMN 25, AS COMPUTER ASSIGNED.
- d. DELETE BACK ORDER CODE, COLUMN 44, ON CONVERSION.
- e. DELETE QUANTITY ADJUSTED CODE, COLUMN 45, ON CONVERSION.
- f. DELETE DATE OF REQUEST, COLUMNS 73-78, ON CONVERSION.
- g. DELETE REQUEST NUMBER, COLUMNS 79-86, ON CONVERSION.
- h. DELETE TYPE OF ISSUE REQUEST, COLUMN 87, ON CONVERSION,
- i. DELETE PROCESSING DATE COLUMNS 92-95, ON CONVERSION.
- j. CONVERT VOUCHER NUMBER, CONTRACT/GRANT NUMBER, INDEX NUMBER, AREA CODE, SUB-SUB-ACTIVITY CODE, CAN, USER CODE, SUB-STATION CODE AND STATION CODE AS CONTAINED IN THE "31" RECORD TO THE "32" RECORD.

(19) CANCEL PENDING BACK ORDER - TRANSACTION CODE 35

- a. FOR LOCAL PROCESSING ONLY, DO NOT CONVERT OR SEND TO DPSC.

## MANAGEMENT SERVICES

### CHAPTER 6

#### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

##### 5-6.85 LOCAL HISTORY RECORDS FILE

- (1) A LOCAL HISTORY RECORDS FILE IS TO BE MAINTAINED ON ALL DUE INS, RECEIPTS, ISSUES, ADJUSTMENTS, TRANSFERS, DISPOSALS, DIRECT ISSUES AND REVERSAL TRANSACTIONS. THESE TRANSACTIONS ARE THE ORIGINAL RECORDS THAT ARE USED FOR LOCAL PROCESSING PRIOR TO CONVERSION FOR TRANSMITTAL TO DPSC.
- (2) THE FOLLOWING TRANSACTIONS ARE NOT MAINTAINED IN THE LOCAL HISTORY RECORDS FILE: AREA MASTER RECORD TRANSACTIONS; STATION MASTER RECORD TRANSACTIONS; AND DUE IN REVERSAL.
- (3) THE LOCAL HISTORY RECORDS FILE IS TO BE MAINTAINED FOR THE CURRENT FISCAL YEAR, PREVIOUS FISCAL YEAR AND THE PREVIOUS/PREVIOUS FISCAL YEAR TRANSACTIONS.
- (41) AT THE BEGINNING OF OCTOBER PROCESSING EACH YEAR, DROP-OUT ALL PREVIOUS/PREVIOUS FISCAL YEAR TRANSACTION RECORDS BASED ON FISCAL YEAR PROCESSED.
- (51) THE LOCAL HISTORY RECORDS FILE IS TO BE AVAILABLE FOR REVIEW ON THE CRT MONITOR BASED ON SELECTED AREA CODE, STATION CODE, INDEX NUMBER AND/OR USER CODE. REFER TO EXHIBIT 5-6.10A(55) FOR A SAMPLE . SCREEN LAYOUT.
- (6) SEQUENCE OF THE LOCAL HISTORY RECORDS FILE IS TO BE AS FOLLOWS:
  - A: AREA CODE
  - B: STATION CODE
  - C: DUE INS: INDEX NUMBER; PURCHASE ORDER NUMBER; TRANSACTION CODE.
  - d: RECEIPTS: INDEX NUMBER; PURCHASE ORDER NUMBER; VOUCHER NUMBER; TRANSACTION CODE.
  - e. ISSUES: INDEX NUMBER; SUB-STATION CODE; USER CODE; VOUCHER NUMBER; TRANSACTION CODE.
  - f. DIRECT ISSUES: USER CODE; VOUCHER NUMBER; TRANSACTION CODE.

##### 5-6.8K CRT REVIEW OF SUPPLY MASTER RECORD

- (1) ESTABLISH PROCEDURES THAT WOULD ALLOW FOR A SUPPLY MASTER RECORD TO BE REVIEWED VIA THE CRT MONITOR.
- (2) THE SUPPLY MASTER RECORD WOULD BE CALLED UP BASED ON AREA CODE, STATION CODE AND INDEX NUMBER.